

**ALASKA WILDLIFE CONSERVATION CENTER
JOB DESCRIPTION**

Title: Keeper
Category: Full-time, year-round
Reports To: Lead Keeper
FLSA Status: Non-Exempt

General Function

- Under direct supervision of the Animal Keeper II, the Keeper performs tasks requiring specialized skills regarding the care and maintenance of the animal collection and exhibit facilities at the center
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Major Activities (Typical Duties/Responsibilities)

- Works days and hours assigned by the Animal Curator; changes based off season.
 - Provides water and food for animals, and cleans exhibits in assigned area. Makes daily animal observations and reports any abnormal behavior or health concerns, exhibit security, and/or safety concerns to the supervisor immediately. All observations and duties are recorded daily on the daily report form.
 - Diet preparation and distribution following prescribed diet and feeding procedures. Records diet consumption daily and notifies supervisor of feeding behavior changes.
 - Recommends improvements in animal care procedures and schedules, exhibit upkeep and employee and visitor safety.
 - Carries out prescribed veterinary treatments as assigned by the contracted veterinary staff and Animal Care management. Assists in capture and crating/uncrating of animals.
 - Performs routine maintenance and upkeep of walkways, zoo grounds and facilities as assigned. Reports needed major repairs, and checks and maintains equipment used
 - Acts as liaison with the public by courteously answering questions and enforcing feeding rules for the animals. Presents educational programs and tours when assigned
 - Research and preparation of information regarding zoo specimens for discussion with the public and other professionals.
 - Reports all departmental personnel concerns directly and immediately to the Animal Curator, and/or the Animal Care Manager.
 - Carries out the responsibilities of the position in a professional and appropriate manner
 - Other duties as assigned.
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Required Skills/Abilities

- Ability to work in a team environment to help achieve AWCC's goals and objectives.
- Strong communication skills, both written and oral.
- Must possess a positive and respectful attitude.
- Excellent customer services skills.
- Exceptional work ethic, attention to detail and time management skills.
- Abilities to lift 80#, bend, reach, stand, crawl, and work in a drastically changing weather environment
- Ability to compromise, listen, learn, understand, and follow instructions and directions.
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Ability to work directly with the public, providing information and assistance as needed.
- Ability/willingness to learn and pass on to customers those areas of interest to visitors, such as local history, people, culture, geography, etc.
- Must be able to work a flexible schedule as needed.

- Proven ability to effectively lead in a fast-paced environment.
- Efficient, organizational skills, time management and ability to multitask.

PREFERRED QUALIFICATIONS (education, experience, skills)

- A Bachelor's of Science degree in animal sciences.
- A minimum of 1 year of related experience.
- A positive attitude and strong work ethic.

EMPLOYEE PRINTED NAME: _____

SIGNATURE: _____

DATE: _____