

Classification description



Title: Nutrition Technician 2
Job Code: 0535
Pay Range: 360
FLSA Status: Non-exempt

Employee Group: LIUNA 483
Established: Nov. 2006
Revised: March, 2019
EEO Category: Technicians

DESCRIPTION

Responsible for operations management of the animal commissary including purchasing, inventory, stocking, preparing and dispensing all animal food items and supplies. Responsible for completing administrative tasks including preparing documentation related to purchasing, contract bids, recordkeeping, facilities maintenance, and reporting. Provide input to the division's budget and strategic planning process. Assist in the development and evaluation of animal diets and oversee the animal feeding program.

DISTINGUISHING FEATURES

The Nutrition Technician 2 is distinguished from Nutrition Technician 1 by responsibility for operations management of the animal commissary including purchasing, inventory, stocking, preparing and dispensing all animal food items and supplies.

DUTIES AND RESPONSIBILITIES

1. Evaluates commissary program in order to develop standard protocols and procedures for the department. Implements nutrition policies for compliance with Metro rules and regulations. Oversees and ensures the commissary warehouse is clean and in compliance with rules and regulations. Assigns cleaning duties to staff in order to maintain a sanitary work environment.
2. Develops basic diets, with assistance of the Veterinarian, for all Zoo animals; consults with Animal Keepers regarding eating habits of animals and feeding methods that are natural and healthful to animals. Reformulates diets to maintain desired nutritional standards established by veterinarian or nutritionist.
3. Develops and maintains food supply minimums and ensures freshness and proper rotation. Maintains food inventory and inspects food supplies to ensure freshness and proper rotation in compliance with USDA standards.
4. Leads and guides area training and serves as a resource on practices. Maintains compliance with USDA and AZA rules, regulations, and guidelines.
5. Prepares bid specifications or obtains quotations for food orders. Consults with food vendors concerning availability and cost of specialty food items for Zoo animals. Places orders for food supplies. Receives supplies and verifies shipments against orders and invoices.
6. Determines diet amounts based on past consumption rates, nutritional needs and present or anticipated animal populations.

7. Completes administrative tasks including preparing documentation related to purchasing, recordkeeping, and reporting.
8. Provides input to the division's budget and strategic planning process.
9. Oversees, directs and coordinates safety and emergency responses, compliance with safety rules, OSHA standards, work rules, and security interfaces with Zoo and area policies and procedures, and guides development of work plans to improve short- and long-range emergency preparedness.
10. Assigns and coordinates workloads and schedules other staff in area of responsibility to obtain maximum effectiveness. Develops weekly/monthly work plans/activities, coordinates input from other animal management and Zoo staff.
11. Leads the work of the Nutrition Technician 1; schedules work and provides daily oversight and direction. Provides input to management regarding work performance.
12. Helps prepare all animal diets on a daily basis; sets up diets for delivery; and delivers diets to animal areas throughout the zoo as needed.
13. Maintains and processes various computer and paper-based records associated with requisitions, purchase orders, invoices, feedings, bid specifications, contracts, inventories, nutritional analysis, etc.
14. Inspects commissary freezers, coolers and other equipment and arranges for necessary maintenance.
15. Advises the Veterinarian in caring for animals with nutrition-related health problems.
16. Performs Nutrition Technician 1 duties as needed.
17. Schedules and leads area meetings.
18. Oversees and monitors day-to-day supervision of team functions, operation and professional conditions; and enhancement of visitor education and experience.
19. Leads and oversees professional interactions with public through tours, phone inquiries, meetings, media contacts, web and written communication.
20. Communicates and coordinates with Senior Animal Keepers on areas of overlapping responsibility and communicates with Animal Keepers concerning the operation of the area and the Zoo. Prepares written and other reports on status of areas of responsibility.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others

- Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- A minimum of two years of experience working with animals in some capacity associated with feeding and nutrition and
- Associate’s degree in Animal Science, Veterinary Technology or Nutrition Technology or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Moderate experience with computer software including MS based word-processing and spreadsheets
- Experience directing and leading the work of lower level staff and/or volunteers
- Possession of, or ability to obtain, a valid, current driver’s license
- Possession of, or ability to obtain, a forklift operation certification
- Possess or obtain a food handler’s card within probationary period

Knowledge, Skills and Abilities:

- Warehouse operations and purchasing food items
- Principles and practices of nutrition as applied to the care and feeding of Zoo animals
- Recommended food requirements for Zoo animals and feeding methods that are natural and healthful to animals
- Purchasing practices, including preparation of bid specifications, bulk ordering and record maintenance
- Safe food handling techniques
- Standard recordkeeping and reporting policy in designated area
- Standard veterinary tests and examinations associated with nutritional ailments and treatments which might be administered
- Prepare and analyze menus and diets for nutritional adequacy and to make comparative cost studies of foods in relation to nutritional value

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- Translate food requirements into cost efficient ordering and inventory practices
 - Maintain accurate and complete records requiring mathematical computations
 - Establish and maintain effective working relationships with other employees, food suppliers and the general public
 - Prepare accurate reports related to every area of the position
 - Provide input on the division's budget and strategic planning process
 - Direct the work of lower level staff and volunteers
 - Prioritize and self-direct daily work activities
 - Anticipate animal feed stocking needs and plan food orders to ensure a continuous supply of food for all of the Zoo's animals
 - Operate commercial food preparation equipment, including but not limited to, industrial food processors and mixers, hammermills, band saws etc.
 - Operate motor vehicles including forklifts and delivery vehicles
 - Perform all position essential duties and responsibilities
 - Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
 - Work assigned schedule and exhibit regular and predictable attendance
 - Work in a safe manner and follow safety policies, practices and procedures
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
 - Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

This position reports to the Hospital Administrator

SUPERVISION EXERCISED

Serve in a lead capacity over Nutrition Technician 1 and volunteers. Lead duties typically include new employee orientation, training, direction on work procedures and performance standards, assigning and overseeing work, following up on assignments, scheduling and providing input to the supervisor regarding hiring and performance evaluation; may participate in the screening and interview process.

WORK ENVIRONMENT

Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, in inclement weather and other adverse conditions.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and

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responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.