

## **Animal Keeper (4304) Task List**

### **ANIMAL CARE**

1. Records animal behavior on a daily report by observing animals and evaluating them for behavioral changes that pertain to illness, reproductive behavior and physical signs, animal compatibility, or other unusual conditions using programs such as Microsoft Word and/or Zoological Information Management System (ZIMS) in order to provide the supervisor, veterinarian, and/or curator with sufficient information.
2. Administer and record prescribed medications or dietary supplements to animals using various methods such as training them for injections and/or modifying the animal's daily diet in order to maintain the animal's health and wellness.
3. Writes and updates diet boards for each exhibit, which includes accurate information on animal inventory, daily work routine, diets and medications, lock-up procedures, special knowledge about the animals, and safety and hazard warnings in order to facilitate care by other Zoo staff when necessary.
4. Notifies supervisor, curator and veterinarian orally and in a daily report of an animal death by recording the death in the Zoological Information Management System (ZIMS) and assisting Zoo staff with the removal of animal carcass from area using proper handling dependent on animal species in order to comply with safety and health regulations, in addition to Federal regulations pertaining to the disposition of endangered species.
5. Notifies supervisor, curator and veterinarian orally and in a daily report through the use of ZIMS of an animal birth and/or any issues pertaining to the birth, such as parent rejection and/or health concerns, in order to ensure proper actions are taken to maintain health and wellness of the newborn and parent animal.
6. Communicates orally any changes in work routine, condition of animals, new animals, animal losses, unsafe conditions, and pending events relative to the animals to supervisor and relief or demand keeper in order to inform staff of any possible dangers or issues and ensure animal welfare and keeper safety.
7. Evaluates exhibits and other enclosures visually for the exhibit's or enclosure's setting, such as shade, shelter, warmth, perches, and nest boxes based upon the need for individual animals in order to provide animals with the necessary environment in which to thrive.
8. Cleans and maintains zoo exhibits and back-holding areas using hand tools such as hoses, rakes, shovels, wheelbarrows, scrub brushes and/or chemical disinfectants in order to ensure a healthy environment for the animals.

9. Loads and unloads food and supplies to exhibits, such as hay bales, browse, grain bags, and other food items which may vary in weight, using hand tools such as pole cutters, hay hooks and wheelbarrows, in order to safely transport supplies and provide animals with appropriate sustenance.
10. Feeds animals according to their prescribed diet by chopping, peeling, or slicing food using tools such as a chopping knife, cutting board, and food scale, and evaluating food quality for spoiled or contaminated items or foreign objects in order to provide animals with necessary food based on their diet and current health.
11. Collects browse, such as tree branches or herbs, using various tree trimming tools and equipment, such as pole cutters, hand saws, and pruners, and following appropriate plant criteria required by the different species in order to comply with an animal's dietary requirements and/or facilitate animal enrichment behaviors.
12. Trains animals for behavioral responses, such as weighing, blood draws, moving or crating, using operant conditioning techniques through positive reinforcement, such as food rewards and/or praise in order to elicit an appropriate response and assist with basic animal husbandry processes.
13. Collects animal fecal, urine, and/or other biological samples for routine screening or when illness is suspected, using equipment such as rubber gloves and a fecal cup in order to submit to the Health Care Center for laboratory analysis.
14. Collaborates with veterinarians on conducting medical treatments for animals such as physical examinations, vaccinations, tuberculosis (TB) testing, and/or post-surgical treatment using methods such as physical restraint or operant conditioning training in order to assist the veterinarian with the medical treatment process.
15. Evaluate animal welfare on a scheduled basis including but not limited to behavior in relation to their environment, quality of life assessment, diet consumption, expressing species specific behavior, and the opportunity for choice and control over their environment in order to ensure optimal animal wellbeing with compliance to AZA accreditation standards.

## **ANIMAL SAFETY**

16. Conducts pest control by monitoring pest activity, such as presence of feces and/or nesting sites, and taking necessary action, including setting traps, keeping areas clear and clean of debris and clutter, and communicating the issues with your supervisor in order to ensure a clean and safe working area and comply with United States Department of Agriculture (USDA) and Association of Zoos and Aquariums (AZA) standards.

17. Shifts animals safely by verifying that all appropriate doors, rope-ties, and/or gates are secured and locked appropriately in order to ensure animals do not escape for animal, staff, and public safety.
18. Evaluates exhibit for potential issues, such as animal injuries or escapes, by observing and repairing hazards, including toxic plants, overhanging brush, foreign objects, damaged fencing or perches, and habitat furniture in order to ensure animals are safe and secure in their exhibit.
19. Communicate any developing exhibit maintenance needs and/or supplies and tools that need renewing or repair in writing or verbally using a Job Order Request Form or speaking to your supervisor about specific repair work requirements in order to ensure safety for the animals and employees.
20. Collaborate with other zoo personnel during an emergency, such as equipment malfunction, extreme weather, crowd control, or animal escape using communication devices such as a radio or phone in order to ensure animal, staff, and public safety.

## **VOLUNTEER AND STUDENT TRAINING**

21. Evaluate volunteers and students using the volunteer/student evaluation form, considering factors such as safety, initiative, the ability to follow directions, and proper tool use, in order to rate volunteer or student performance in animal care duties and the ability to work in close proximity to animals.
22. Assign and monitor duties given to volunteers and students, such as cleaning a zoo exhibit, planning animal enrichment, and preparing the food for the animals in order to assist the keeper with completing daily activities in an efficient, effective, and safe manner.
23. Trains volunteers and students on various keeper duties, such as using tools and cleaning agents safely, and observing and evaluating animals for any routine or unusual conditions in order to facilitate the professional development of the volunteers and students.

## **MISCELLANEOUS**

24. Attend and participate in general staff meetings, section meetings, tail-gate safety meetings, and special committee meetings in order to stay well-informed about the Zoo, provide information about zoo strings they are working on, and/or attain leadership opportunities through the various committees.
25. Interfaces with various stakeholders, such as the media, donors, school groups, research observers, and the general public, by conducting tours, presenting

animals, giving talks, and answering questions about animals in order to provide information to interested parties and represent the department.