



Career Service Authority  
Zoo Commissary Worker

Page 1 of 4

### **GENERAL STATEMENT OF CLASS DUTIES**

Prepares scientifically recommended diets for zoo animals, distributes diets, bulk food, and other zoo related items to various zoo areas, and maintains the zoo commissary kitchen facility.

### **DISTINGUISHING CHARACTERISTICS**

This class prepares scientifically recommended diets for zoo animals, maintains the zoo commissary kitchen facility, and receives and distributes various supplies and equipment. This class is distinguished from the Zoo Commissary Administrator who is responsible for supervising Zoo Commissary Workers.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Prepares fruits, vegetables, meat, fish, and other substances for consumption by zoo animals by cutting and combining them according to dietary instructions.

Distributes grain, produce, animal diets, and other supplies to sections throughout the zoo.

Orders produce, supplies, and other foodstuffs and notifies vendors of any discrepancies in shipments.

Loads and unloads foodstuffs and supplies, rotates stock, and maintains inventory control records.

Maintains work area by cleaning and disinfecting walls, floors, countertops, and refrigeration equipment.

Operates a manual and electric pallet jack, a fork lift, and powered kitchen equipment.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

## MINIMUM QUALIFICATIONS

### **Competencies, Knowledges & Skills:**

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Skill in using kitchen utensils including knives, band saw, blenders and commercial meat grinders and food choppers.

Knowledge of basic mathematics sufficient to be able to perform calculations in preparing a variety of diets.

Knowledge of inventory practices and requirements sufficient to be able to identify shortages and reorder supplies as necessary.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Stooping: bending the body by bending spine at the waist.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hand(s)  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: raising or lowering an object 25-75 pounds.  
Near Acuity: ability to see clearly at 20 inches or less.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Wet: frequent contact with water or other liquid  
Extreme cold conditions.  
Exposed to housekeeping/cleaning agents/chemicals  
Subject to burns and cuts  
Exposed to cold weather conditions (indoors and outdoors)  
Subject to many interruptions  
Exposed to odors in kitchen and animal areas

***Education Requirement:***

Graduation from high school or possession of a GED Certificate desirable.

***Experience Requirement:***

One year of experience performing food preparation OR completion of an approved training program in food service.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's License at the time of application and as a condition of employment.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt  
**ESTABLISHED DATE:** 9/16/1995  
**REVISED DATE:** 10/16/2003  
**REVISED BY:** Patricia Anderson  
**CLASS HISTORY** Revised existing class.