

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2023
RANGE: 35.5
CLASSIFIED
CODE: 2, 7

COMMISSARY KEEPER I
CALIFORNIA LIVING MUSEUM (CALM)

DEFINITION

Under the direct supervision of the Curator of Animals, is responsible for coordinating diets for the animal collection, executing daily diet preparation, restocking and tracking usage of supplies, managing and recording dietary changes, and interaction with zoo visitors including presenting wildlife talks and tours.

EXAMPLES OF DUTIES

Perform diet prep for hoofstock, birds, reptiles, and mammals;

may assist or be assigned with dietary enrichment items for animal consumption;

oversee and procure natural browse items for animal consumption and use;

establish order routines and coordinate ordering, including pick-up and receiving of animal feeds and supplies;

ensure proper storage, handling, and stock rotation to prevent food waste and assure USDA and ZAA standards are met;

record diet changes in database (ZIMS);

maintain high cleanliness standards, keep equipment in good operational order and report needed repairs to supervisors;

maintain organization in the kitchen, freezers, and fridges;

maintain organization and cleanliness in food and supply storage areas;

maintain live insect colonies and live small rodents for animal consumption;

process raw prey items for animal consumption;

work with and train staff, interns, and volunteers;

participate in emergency drill as related to the job;

and other duties as assigned.

QUALIFICATIONS

Knowledge of:

Nutritional value of food items on at least a basic level;

computer use and data entry;

basic inventory practices and methods;

basic cleaning skills.

Ability to:

Work in varied conditions such as exposure to cold temps (freezers) and sedentary work (computer);

perform repetitive motions such as bending, stooping, lifting and twisting;

lift 50 lbs. on a regular basis;

read, speak, and write in English;

understand and carry out written and verbal instructions;

handle live animals for the purpose of feeding zoo animals.

Experience:

One (1) year experience with inventory tracking and supply ordering. Previous experience working with animals preferred.

Education:

High School diploma or equivalent.

Conditions of employment:

Passage of a pre-employment medical assessment;

Current tetanus shot.

Some positions may require proof of privately owned insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

MG: tj

7/27/2023

G:\Commissary Keeper I CALM.docx