

LINCOLN PARK ZOO
JOB DESCRIPTION

JOB TITLE: Nutrition Manager
DEPARTMENT: Animal Care
REPORTS TO: General Curator
SUPERVISES: Nutrition Center Technician/Nutrition Center Keeper, Students and Nutrition Intern when applicable
STATUS: Exempt
JOB CODE:

GENERAL SUMMARY

This position develops guidelines and makes recommendations for the nutrition program at LPZ in collaboration with the Veterinary staff. It oversees efficient operation of and increases efficiencies in Nutrition Center operations. This includes warehouse operations, food and other supplies. It develops and implements nutritional programs and standards for various species under the guidance of the Director of Veterinary Services. Participates in research, publishes in scientific journals and presents at professional meetings as needed. Staff education and donor talks are required.

ESSENTIAL JOB FUNCTIONS

- With support of Veterinary and Animal Care staff, monitors the condition of the entire animal collection with respect to nutritional status and health, directs and monitors data collection on diet consumption, diet formulation and implementation with consideration for nutritional adequacy, health, environmental enrichment and training.
- Maintains diet records and conducts annual diet reviews for all species at Lincoln Park Zoo.
- Manages the daily Nutrition Center operations, including:
 - staff scheduling and training within the Nutrition Center
 - staff scheduling and training for out of building duties, i.e., fork-lift use and animal transport
 - maintenance of equipment within the Nutrition Center and vehicles assigned to the department
 - product and uniform ordering and delivery
 - budget and invoice tracking
 - maintenance of inventory control software
 - stock rotation and tracking for accountability
 - submission of feed samples for analysis and maintenance of results tracking
 - management of annual contracts for food items (such as hay) and other items as needed
 - monitoring food safety news for applicable food item recall events
- Assists in development of protocols related to nutrition and Nutrition Center operations
- Develops, implements, and evaluates quality-assurance measures for animal foodstuffs
- Maintains HACCP standards for Nutrition Center and zoo kitchens
- Maintains AZA and USDA expectations for Nutrition Center, and routinely inspects zoo kitchens to maintain these standards
- Advances mission of the zoo through leading, coordinating and contributing to research programs -- develops and delivers educational programs, sometimes in collaboration with the Education Department; manages and/or participates in research programs at institutional, regional, national and international levels
- Enhances the scientific management of the collection through the following means: participating in

research; collaborating with universities; supporting or collaborating on field projects; systematizing record keeping, and other activities that promote the use of the zoo and its collection as a venue for scientific research to benefit species conservation

- Conducts in-service training on nutrition for appropriate staff members
- Manages and develops appropriate budgets; prioritizes needs, monitors expenditures and revenues, codes invoices appropriately, prepares necessary reports
- Serves as liaison to other zoo departments; promotes good public relations; participates in zoological and related professional organizations; and performs other duties as assigned
- May provide internship opportunities in comparative nutrition for undergraduate and graduate students.

ADDITIONAL RESPONSIBILITIES

- Serves as Nutrition Center representative to Zoological Managers, Animal Care, and Safety meetings
- May be called on to represent the zoo to external donor, community, scientific and government groups
- May be called on to perform duties of subordinates or co-workers, as required to facilitate Nutrition Center operation during vacations, sick leave, and other absences.
- Learn to safely operate fork-lift, bobcat, and pallet jack
- Performs related duties as required

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the zoo's mission and philosophy
- Comfortable with application of basic nutrition principles of diet formulation and evaluation, software, and calculations – i.e., Zootrition or comparable nutrition software.
- Good ability and comfort with computer software – specifically, Word (or similar), Excel (or similar), Outlook, Access, and PowerPoint. Knowledge of retail or inventory control software as well as Sharepoint desirable.
- Thorough knowledge of the principles of captive exotic animal nutritional management
- Sound administrative skills. Well-developed management skills – principles and people
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful, mature.
- Ability to represent the Society in a professional manner at all times
- Ability to exercise sound judgment in emergency situations and to respond with appropriate action
- Ability to compose technical and popular reports of various aspects of animal nutrition.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public
- Ability to work with minimal supervision, must be self-directed

EDUCATION REQUIREMENTS

A Master's degree in nutrition or a related sciences field is required. A comparable combination of education, experience, or training that would provide the level of knowledge, skills, and ability required may qualify individuals.

EXPERIENCE REQUIREMENTS

Professional experience in nutrition related field, including research, laboratory, diet formulation, nutrition center operations and zoo experience desirable.

PHYSICAL REQUIREMENTS

- Ability to work at computer for long periods
- Ability to traverse zoo grounds to conduct tours, respond to emergencies
- Ability to drive electric cart
- Ability to publicly address audiences of varying sizes
- Must be physically able to exert up to 50 lbs. of force on a regular basis to lift, carry, push, pull or

otherwise move objects. While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, and crouch. The employee will be exposed frequently to outside, potentially adverse, weather conditions. The employee will be regularly exposed to water, solvents, and potentially loud noises. This employee will work daily in a cooler or freezer temperatures daily

- Ability to safely and efficiently operate all specialized food preparation and other equipment used to move and lift supplies and foods including grinders, blenders, sharpeners, mixers, hand trucks, motorized pallets jacks, fork lift and others.
- Ability to exercise safe work habits in proximity of potentially dangerous animals and equipment
- Risk exposure to fairly predictable and controllable hazards associated with wild animals and zoonotic diseases

ADDITIONAL REQUIREMENTS

Available to work special events that may occur outside of regular work schedule, including evenings, weekends or holidays, as assigned.

A valid Illinois driver's license and maintenance of a good driving record is required.

Non-infectious TB status

5/2014