

METRO Classification Description

Title:	Nutritionist	Bargaining Unit:	LIUNA 483
Job Code:	3455	Established:	January 2012
Pay Grade:	385	Revised:	
FLSA Status:	Exempt - Administrative	EEO Category:	Technicians

CLASSIFICATION DESCRIPTION

Oversee the animal nutrition program at the Oregon Zoo. Oversee the warehouse functions of the animal commissary; diet analysis, formulation and preparation in accordance with current animal nutrition science and application; purchase of feedstock and related items. Provide work direction to Nutrition Technicians for duties such as stocking supplies and the preparation and dispensing of food, emergency orders, and supplies. Act as the primary nutrition resource to Animal Keepers and other staff. Responsible for purchasing, including approvals, contract bids, recordkeeping, and reporting. Coordinate the development and evaluation of animal diets.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Oversees the daily functions of the animal commissary. Functions as a lead with primary responsibility for providing nutritional analysis and creating animal nutrition plans in consultation with the management team in order to provide proper nutritional care for animals.
2. Authorizes and facilitates all animal-related food procurement. Creates, solicits and authorizes all required Requests for Proposals (RFP) and Requests for Bids (RFB) as specified by Metro procurement policies. Prepares bid specifications or obtains quotes for food orders. Consults with food vendors, colleagues, and market specialists concerning availability and cost of items. Negotiates prices for food purchases according to established purchasing plans. Places orders for food and supplies.
3. Acts as primary resource for questions related to eating habits and feeding methods. In consultation with management, recommends and implements nutritional changes or programming based on findings.
4. Based on Animal Collection staff feedback, performs analysis and reevaluates dietary plans in order to create an updated diet plan for Animal Keepers to use. Maintains extensive reports on animal dietary history to ensure nutritional standards are upheld.
5. Develops and maintains food supply minimums and ensures freshness and proper rotation. Provides lead direction to Nutrition Technicians on maintaining food inventory.
6. Ensures food and supply shipments are received and performs inventory and shipment audits.
7. Creates and maintains commissary budget. Determines annual dietary and food supply needs. Performs analysis on dietary amounts in order to properly project future consumption rates and nutritional needs. Maintains accurate budgetary recordkeeping. Monitors, authorizes and documents expenditures to stay within established budgetary

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constraints.

8. 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.
9. As directed by veterinarians, assigns and leads the daily work activities of Nutrition Technicians. Provides recommendations to managers on setting goals and work plans for staff. Implements goals and program work plan. Prepares periodic reports to managers.
10. Coordinates and oversees staff preparing animal diets. Sets up diets for delivery and delivers to animal areas throughout zoo.
11. Maintains and processes various computer and paper-based records associated with dietitian programs, requisitions, emails, purchase orders, invoices, feedings, bid specifications, contracts, inventories, nutritional analysis, etc. Ensures staff enters accurate information.
12. Inspects commissary freezers, coolers and other equipment and arranges for necessary maintenance as appropriate.
13. Participates in the Association of Zoos and Aquariums (AZA) and other professional programs and assists in evaluating and guiding the development and sustainability of the Zoo's nutrition program.
14. Compiles data for a variety of reports.
15. Works closely with the Conservation and Research staff to participate, implement and initiate relevant research.
16. Provides guidance on the animal enrichment program as it relates to food items and provides direction to Animal Collection and Research staff.
17. Assists the public, public officials and other employees in a professional and courteous manner.
18. Develops safe work habits and contributes to the safety of self and co-workers.
19. Contributes to a positive team atmosphere.
20. Has regular and punctual attendance.
21. Performs assigned duties during an emergency situation.
22. Other duties as assigned.

JOB SPECIFICATIONS

Job Preparation

Education and Work Experience:

- Master's degree in biology, animal science, veterinary science or nutrition technology and five years of progressively responsible nutrition, lead, warehouse, supply, purchasing, and customer service experience, preferably with animal care, zoo, and food preparation responsibilities or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

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Knowledge, Skills and Abilities

- The principles and practices of nutrition as applied to the care and feeding of Zoo animals or comparable experience in the agriculture industry
- Relevant scientific research in the areas of animal nutrition
- Recommended food requirements, feeding methods and analysis needed to properly administer a successful animal diet
- Natural history of animal species and its relationship to nutrition and quality diet formulation
- Scientific research methods and data collection as it relates to animal nutrition
- Purchasing practices including vendors and specialty sources, preparation of bid specifications, bulk ordering and record maintenance
- Safe food handling techniques
- Standard veterinary tests and examinations associated with nutritional ailments and treatments which might be administered
- Interpret laboratory tests used in analyzing nutritional levels or deficiencies
- Prepare and analyze menus and diets for nutritional adequacy and to make comparative cost studies of foods in relation to nutritional value
- Translate food requirements into cost-efficient ordering and inventory practices
- Maintain accurate and complete records requiring mathematical computations
- Provide, develop and adhere to department budget. Contribute to strategic planning process
- Lead and direct the work of staff and volunteers
- Coordinate, 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
- Observe safety procedures and physically perform all the essential duties of the position including occasional lifting up to 50 pounds
- Comply with applicable federal, state, and local policies, procedures, laws and regulations
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by interacting with and meeting the needs of employees, volunteers, vendors, the public, and others in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position

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Special Requirements

- Successfully pass the background check and screening requirements of the organization
- Possess or be able to obtain upon hire and maintain a valid driver's license and First Aid/CPR Certification. Be able to obtain within six months and maintain a Forklift Operator Certification and such other certifications and licenses as may be required

Tools and Equipment Used

- Commercial food preparation equipment including but not limited to industrial food processors and mixers, hammermills, band saws etc.
- Motor vehicles including forklifts and delivery vehicles
- May use standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

Supervision and Lead Work

- Receives supervision from the Veterinarians
- Leads the work of Nutrition Technicians and volunteers

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.