



SHAPING AN
AWESOME
HAMILTON

NUTRITION CENTRE SPECIALIST COMMUNITY

WHY WE ARE HERE

We are a high-performance organisation with a clear purpose – **to improve the wellbeing of Hamiltonians**. Our people are at the heart of everything we do. We need players on our team who think differently, act with integrity and work together to deliver world-class outcomes for our community. We need players who understand that mindset is the foundation of their performance.

WHAT YOU WILL DO

Reporting to the Veterinary Nurse, your role has been created to help co-ordinate, monitor, source, prepare and order supplies for the animal department.

You will also be expected to provide assistance with browse collection, distribution and enrichment.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Preparing the zoo's animal diets.
- Assist in developing the animal feed stores and goods ordering process.
- Assist staff with ordering stock.
- Collect goods using zoo vehicles as required.
- Ensure animal stores and kitchen are maintained to a high level of cleanliness and tidiness.
- Maintain an updated "diet book" of all approved diets for all animals in the zoo.
- Assure acceptable condition of feed inventories, rotates stock and inform supervisor of need to order when stock is low.
- Receive, inspect (to ensure quality) and unload deliveries of supplies.
- Assist in preparing and maintaining written records as needed.
- Provide assistance to veterinary nurse and keeper staff as needed.
- Harvest, organize and prepare pre-approved browse to animal departments.
- Create, maintain, prepare and distribute preapproved enrichment products to animal departments.

Standards

- Carry out all assigned jobs to a high standard and within appropriate timeframes.
- Report broken/damaged equipment and assist in organising repairs.

Teamwork

- Any issues or concerns are identified to Team Leader in a timely manner.
- You communicate effectively and professionally with all zoo staff.
- Participate effectively in team meetings.

Health and Safety

- Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.
- Participate in health and safety relating to position activities.

- Stop and/or report any unsafe practices.

Organisational Contribution

- Contributes to special projects as required.
- Participates in Civil Defence emergency events and training if required.
- Improves work processes and systems.
- participate, comply and engage in all health & safety activities, policies, and practices including Civil Defence.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Strong organisational skills in both operational and administrative areas.
- Good communication skills.
- Full NZ drivers' licence.
- An understanding of the zoo industry, its philosophies and captive animal management practices.
- Excellent time management, able to work consistently to schedules.
- Competent in basic computer use, including Microsoft Outlook, Internet, Microsoft Word and Excel.
- Excellent fitness and health – must be able to lift up to 20kg.

Preferred

- Experience in stores management desirable.
- Experience in the food service industry.
- Knowledge of nutrition and/or animal husbandry.
- Previous animal husbandry experience.