POSITION TITLE: ANIMAL PARK CURATOR

REPORTS TO: ANIMAL PARK DIRECTOR

1. PURPOSE OF POSITION
Oversee, supervise and personally see to all animal care and staff aspects of the Animal park.

2. BROAD FUNCTION OF THE JOB
Take care of animals and all aspects associated with ensuring the welfare and safety of the animals by:

- Ensuring the housing of animals is maintained in a condition best suited to them.
- Ensuring animal quarters and park facilities are kept clean, safe, and pleasant.
- Providing environmental enrichment to animal enclosures for animal enjoyment.
- Ensuring animals receive their specified diets with the specified amounts at the specified times.
- Observing and monitoring the animals and reporting any problems to the manager and veterinarian and then ensure the animals' health needs are seen to.
- Assisting Veterinarians as required.
- Administering necessary medications under guidance of a veterinarian.
- Preparing and/or maintaining various reports and files and documentation.
- Developing and planning care and feeding programs and assisting in the development of policies and procedures for animal use under the supervision of the animal care manager.
- Ensuring compliance with animal care guidelines and procedures and OHAS.
- Working successfully in a team environment and ensuring OHAS of staff members.
- Ensuring the general welfare of the commercial animals on the farm through periodical inspection.

3. EDUCATION QUALIFICATIONS
Matric or international equivalent. Animal-related qualifications in animal care or zoology or a para-veterinary qualification (Registration with the SAVC). Ability to read and write legibly in English, to communicate clearly both in person and over the telephone. Ability to understand and speak Afrikaans.

4. COMPUTER LITERACY
Good computer literacy, including typing and experience with general office equipment and software such as Microsoft Windows, Word, and Excel desired. Use software to maintain and update animal records.

5. EXPERIENCE
Animal husbandry and handling and/or para-veterinary experience is desirable.
6. ESSENTIAL ABILITIES/ QUALITIES

The following personal qualities are needed to be a successful candidate for this job. The potential candidate needs to:

- Have a sincere love and compassion for animals and a strict approach to providing them with sanitary and pleasant living conditions and in keeping them healthy and happy.
- Be observant to observe abnormal behaviours and physical problems in animals.
- Be detail oriented.
- Be hard working, hands on, and not lazy.
- Be honest, responsible and reliable.
- Treat company resources with respect.
- Be self-motivated and optimistic
- Have emotional maturity and good judgement.
- Be able to deal with live animals of varying temperaments.
- Know how to /Learn to calmly, safely, and compassionately restrain animals who may be reacting to fear and/or pain by struggling, scratching, or biting when they need to be moved or their health needs be inspected.
- Be emotionally mature enough to not get emotionally attached to the commercial animals on the property such as sheep, goats and cattle.
- Be able to learn assigned tasks readily and willingly.
- Have the ability to manage multiple tasks in a fast-paced environment.
- Be respectful, patient and kind to animals and other people.
- Not engage in gossip.
- Have the ability to understand and follow written and verbal instructions from superiors with a smile.
- Have the ability to work independently without supervision but with respect for the guidance of the manager.
- Have the ability to work well and communicate positively and effectively with the public, volunteers and staff.
- Possess good communication skills, both oral and written.
- Be a positive team member and possess a keen attitude for sharing knowledge.
- Have the ability to remain professional, courteous friendly and helpful to clients and co-workers.
- Have strong time management skills.
- Have the ability to maintain required record keeping.
- Not engage in the abuse of drugs or alcohol (must have a sober lifestyle).

7. WORKING HOURS

Because animals need to be looked after every day regardless if the days are public holidays or weekend days, the incumbent will need to work on weekends and public holidays on a shift rotation basis with the other animal caretaker. The shifts will probably be to work for 5 days, then be off for 4 days but this will still be decided upon.
8. PHYSICAL QUALIFICATIONS/ DEMANDS
Although the animal attendants will be doing most of the strenuous physical work that is required of animal husbandry, the prospective incumbent for this job will still need to be physically sound in order to successfully be able to do the job in case the attendants can’t do the work on specific days when they might be ill or they have family emergencies. As such, the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The animal caretaker/supervisor must:

- Be physically able to perform normal physical movements which include repetitive standing, walking, bending, crawling, climbing, balancing, twisting, holding, grasping, object manipulation and some lifting of objects not heavier than 15kg.
- Have good dexterity and reflexes.
- Have strength and confidence to hold animals to administer medication to them or to learn how to.
- Be able to respond calmly and quickly to frequent auditory signals, warnings, or communication from other staff, animals or medical equipment.
- Have good close and peripheral vision and good depth perception and a good ability to adjust focus.
- Should be able to handle and clean animal vomit or faeces if necessary when the cleaning staff cannot.

9. WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee:

- Will be exposed to indoor and outdoor conditions which include dry, cold, hot, dusty, wet and/or humid conditions.
- Should be able to work unaffected in an environment where animals and people are often being noisy.
- Should be able to withstand odours such as cleaning chemicals, animal faeces or urine.

10. DUTIES
10.1 STAFF SUPERVISION
- Supervise daily work assignments and ensure that work is done in a timely fashion and in accordance with OHAS, established procedures and animal care standards.
- Personally attend to the animal care and husbandry needs.
- Conduct performance evaluations for Animal Care Technicians.
- Inform the manager when progressive discipline of staff is needed.
- Demonstrate knowledge of supervisory practices and principles.

10.2 ANIMAL HEALTH
- Keenly observe animals daily and recognize symptoms associated with animal illnesses, injury or distress and record and report irregularities to the manager and veterinarian.
- Prevent and treat internal and external parasites under the guidance of the manager and veterinarian.
- Isolate animals that need to be in the animal hospital or separated due to fighting.
- Ensure that there are no objects that could pose a risk to animals within their enclosures.
- Assist veterinarians with capture, restraint and treatment of animals and administer medications as directed.
- Inform the manager of any animals that have died and keep records of such.
10.3 EDUCATE THE PUBLIC
- Ensure staff and public safety.
- Educate guests about the animals in the park in the form of presentations or tours or general discussion.
- Educate guests about animal welfare of wild and domesticated animals.
- Be courteous to members of the public.
- Ensure public follow Animal Park rules.
- Ensure that the facility is orderly, and that staff and animals are prepared for tours before they happen.
- Oversee pony rides for visitors.

10.4 SECURITY OF ANIMAL PARK
- Ensure enclosures/gates are locked at all/ specified times.
- Conduct daily checks of animal park grounds, buildings and facilities to protect against unauthorized entry, trespassing, vandalism, malicious intent and mistreatment of animals.

10.5 ANIMAL FEEDING
- Ensure that staff perform the correct preparation, distribution, and timing of appropriate quantities of feed and fresh, clean water in accordance with specific dietary needs.
- Adjust volume and content in consultation with the manager and participate in special feeding requirements of young and or injured animals.
- Plan and schedule the feeding and care of a variety of animals under the pre-approval of the manager.
- Ensure that the worm farm runs smoothly and correctly.

10.6 GENERAL WELL-BEING OF THE ANIMALS
- Provide environmental enrichment for animals under the supervision and prior approval of the animal care manager.
- Interact with animals if needed.
- Provide emotional support to animals if needed.

10.7 ANIMAL LOGISTICS
- Transport animals to designated locations when needed e.g.: specialised veterinarians.

10.8 SUPPLY MANAGEMENT AND INVENTORY OF STOCK
- Monitor inventory to ensure sufficient availability of required feed and supplies.
- Notify manager of products that need to be ordered.
- Order resources if requested to do so.
- Retrieve, transport, and distribute needed materials and supplies throughout the Animal park.
- Supervise the offloading supplies.
- Keep records of supplies received.
- Label and correctly store feed, toys, or other items.
- Issue necessary equipment to Animal Care staff and keep record of resources dispatched.
Perform related duties as required.
10.9 CLEANING/NEATNESS
- Oversee the correct cleaning and disinfecting of cages, enclosures, corrals, stalls, pools, pastures, and related areas.
- Ensure that cleaning staff use the correct and appropriate tools, cleaning agents, and hoses.
- Ensure that cleaning staff utilise the correct protective and safety clothing.
- Be familiar with and educate staff about the proper usage and safe handling of cleaning products and apparatus.
- Ensure that animal bedding materials are replaced or mended as needed.
- Oversee the laundering of animal bedding and other items as necessary.
- Oversee duties on the weekly and monthly cleaning checklist.
- Ensure that facility services and public areas that are adjacent to animal enclosures are kept clean.
- Ensure park gardens look neat and maintained by liaising and arranging with garden services.
- Ensure Animal Park area is neat and tidy by assigning staff to sweep, mop as needed and empty garbage, etc.
- Ensure vermin control is followed.
- Personally do the above cleaning tasks if other staff can’t due to circumstantial problems.

10.10 RECORD KEEPING
- Record new animal additions to the Animal Park or when animals leave or die.
- Keep an inventory of animals by head count.
- Maintain/prepare accurate records of animal conditions, feeding schedules, maintenance requirements and various reports and files.
- Maintain white boards related to feeding schedules, health issues and instructions for staff.
- Record the minimum and maximum temperatures and humidities of enclosures as and when needed.

10.11 MAINTENANCE OF ENCLOSURES
- Supervise the maintenance and repair of animal enclosures and take note and report animal and human safety hazards. Personally repair enclosures if maintenance staff are unavailable for some unexpected circumstance.

11. ORGANISATIONAL RELATIONSHIPS

11.1 Internally
- Report directly to the Animal Park Manager.
- Attend department meetings as and when needed and take, transcribe, and distribute meeting minutes.
- Prepare monthly reports and/or other data
- Maintain a good working relationship with other departments.
- Show accountability for accomplishment of department goals and support the mission, goals, and philosophy of the organisation.
- Supervise the Animal Attendant staff as well as the general workers needed for the animal park to function.
- Demonstrate good communication with Animal Attendants, volunteers, students, and clinic staff and demonstrate a willingness to work across all areas of the park as required.
- Encourage teamwork and a positive working atmosphere.
- Provide direction and leadership to seasonal, volunteer and less experienced staff.
- Provide training in procedures and protocols as needed.
11.2 Externally
- Provide good customer service to the general public.
- Liaise with welfare and animal care/conservation organisations where instructed.
- Work collaboratively with other external stakeholders where requested to do so by the Animal Park manager.
- Support the mission, goals and philosophy of Animal Park.

13. BENEFITS
Paid allocated leave, company car for work purposes only, possibly accommodation if required and working around animals.

14. REMUNERATION
Between R 8 000 and R 16 000 per month gross depending on experience and relevant qualifications.

15. FOR YOUR INFORMATION
Prospective employees will be expected to allow pre-employment, physical and background checks.

16. HOW TO APPLY
email: edupark@redfarmsagripark.co.za or WhatsApp: 082 846 6489