

Property: Greater Cleveland Aquarium
Department: Curation
Job Title: Aquarist

Reports to: Curator

General Summary of Job Duties

Responsible for the daily care of animals and exhibits at the highest standards for animal health, safety protocols, and guest experience.

Principle Responsibilities and Duties

- Maintain a high quality of guest service according to Jacobs Entertainment, Inc. Mission Statement and F.A.S.T. Track Values Statement.
- Conduct daily husbandry care of animals and exhibits which includes cleaning, maintenance, diet preparation, and system checks
- Perform routine maintenance of life support systems
- Test and monitor water quality
- Observe animal behavior and report abnormalities to Curator
- Keep detailed logs of animals and exhibits
- Assist with maintaining inventory of supplies necessary for the daily care of the animals
- Maintain all back of house areas so that they are safe and clean
- Assist with acquisition, animal transport, and quarantine procedures
- Coordinate with Veterinarian staff to schedule and administer animal treatments
- Troubleshoot life support system malfunctions using mechanical and plumbing skills
- Perform routine SCUBA diving in exhibits
- Supervise and train interns
- Plan, organize, and implement projects with exhibit design
- Deliver formal and informal presentations with guests of all ages
- Assist with guest programs such as Aquarist for a Day, and Feed Programs
- Assist Curator in maintaining GCA at the highest level of quality
- Thorough knowledge of applicable Company and departmental policies and procedures as well as the willingness to learn and follow any policy or procedure that may be introduced in the future.
- Adhere to all appearance and uniform standards.
- Maintain an open line of communication with Management.
- Maintain a positive and professional demeanor during all interactions with guest, fellow Employees, and Vendors.
- Ability to accept performance feedback in a professional manner.
- Regular attendance to all scheduled shifts is considered an essential function of the job.
- Arriving on-time for all scheduled shifts is considered an essential function of the job.
- Other duties as assigned by Curator.

General Job Responsibilities and Duties

To perform the job successfully, an individual should demonstrate the following F.A.S.T. Track Principles:

- **FRIENDLINESS**
 - Offer a warm greeting to everyone you encounter with a smile and eye contact.
 - Practice mutual respect by dealing honestly in all interactions.
 - Use genuine listening skills and offer sincere responses.
 - Promote positive interactions with both external and internal guests through sincere greeting and communications.
 - Be approachable, listen and lead by example.
- **ACCOUNTABILITY**
 - Be proactive and positive.
 - If I don't know, I'll find out and if we don't have it, I'll try to get it.
 - Manage staff effectively with timely reviews and address performance issues.

Jacobs Entertainment, Inc.

Date Created:

Date Revised: n/a

Physician's Initials: _____

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- Support and practice the F.A.S.T. Track Principles from the executive level to the front line staff level.
- Acquire knowledge, training and education. Communicate it to all employees.
- **SERVICE EXCELLENCE**
 - Anticipate our guests' needs before they ask.
 - Contribute ideas and solutions to improve customer service.
 - Escort our guests rather than point.
 - Take personal pride in the quality of your work.
 - Actively seek feedback from our guests concerning our service and atmosphere.
- **TEAM WORK**
 - Share and explain information.
 - Involve managers and employees in business development decisions and cost savings initiatives.
 - Great teams consist of great performers.
 - Create a culture of two-way communication with employees and guests.
 - Be courteous, kind and patient with each other.

Skills, Education and Other Requirements

Education/Experience

- Bachelor degree in Biology, Zoology, Marine Science or related field required
- Minimum 1-3 years' professional work experience as an Aquarist or equivalent in a public aquarium/zoo or related facility
- Knowledge of the husbandry of aquatic vertebrates, invertebrates and reptiles
- Knowledge of life support equipment, application, and operation
- Knowledge of aquatic diseases and treatments
- Must be able to work varying shifts, weekends, evenings, and holidays
- Must be able to work on-call shifts, and be able to report to GCA within 1 hour for emergencies
- Must be able to work well in a team environment, and independently while providing coverage for co-workers
- Must have excellent verbal and written communication, and organization skills
- Must be able to work well under stress dealing with live animals
- Minimum certification of PADI Open Water diver or equivalent
- Provide medical statement with recommendation from dive physician is required
- Must be able to complete CPR, First Aid and Oxygen provider certifications

Required Work Cards

- Identification that establishes identity.
- Identification that establishes the right to work in the United States.
- Scuba certification required with logged open water dives and experience in aquarium diving is preferred
- Valid USA drivers' license with clean driving record

Machinery, Work Equipment, Programs, Software, Hardware Used

- Pumps, filtration systems, motors
- Water testing equipment
- SCUBA equipment
- Microsoft Office suite of software

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Physical Requirements of Job

Rarely – the activity is performed from 1% - 25% of the duration of the shift.

Occasionally – the activity is performed from 26% - 50% of the duration of the shift.

Frequently – the activity is performed from 51% - 75% of the duration of the shift.

Continuously - the activity is performed from 76% - 100% of the duration of the shift.

Not Applicable (N/A) – this activity is not performed during the performance of this job.

Activity	Frequency of Occurrence				
	Rarely	Occasionally	Frequently	Continuously	N/A
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (from waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching (squat)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching					
Below Knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to Knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Waist Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to Chest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chest to Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing					
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Stairs	varies – 6-20				
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height of Ladder:	varies – up to 8 feet				
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance Pushed:					
Ave. Weight Pushed:					
How Pushed:					
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance Pulled:					
Ave. Weight Pulled:					
How Pulled:					
Lifting from -					
Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Chest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Items Lifted:	equipment, fish food and shipments, SCUBA equipment, etc.				
Distance Lifted:	varies				
Ave. Weight Lifted:	up to 75 lbs				
How Lifted:	by hand or cart				
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Items Lifted:	equipment, fish food and shipments, SCUBA equipment, etc				
Distance Carried:	varies				
Ave. Weight Carried:	up to 75 lbs				
How carried:	by hand or cart				
Twisting					
Upper Trunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower Trunk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dexterity Requirements:

	Yes	No		Yes	No
Fingering (picking, pinching, fine movements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wrist Motion (repetitions, flexion/rotation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling (holding, grasping)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feet (foot pedals)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environmental Conditions

The work environment characteristics described here are representative of those a Employee encounters while performing the essential functions of this job.

	YES	NO		YES	NO
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work in high or precarious positions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wet or humid conditions (weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures (weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk on concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk on uneven surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemical hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Slick or slippery surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exposure to noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact with natural gas & other compresses gasses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fumes or airborne particles (including cigarette smoke & dust)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cramped quarters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possible exposure to bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGEMENTS

Employee Acknowledgement

By signing this form I understand and acknowledge understanding of the job description for an Aquarist. I further acknowledge I am able to perform all functions, duties and physical requirements related to the position of an Aquarist. Additionally, I understand further functions, duties and/or physical requirements may be subject to change depending upon management discretion and that the preceding job description has been designed to indicate the general nature and level of work performed by Employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

 Employee Name (please print)

 Employee Signature

 Date

Following to only be completed when issued in conjunction with

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Workers Comp or an ADA Accommodation Request.

Physician Acknowledgement – Without Restrictions

By signing this form I hereby understand that the attached Job Description describes the average work situation for the above mentioned Employee to **full duty without restrictions** based on the information contained in this job description for an Aquarist.

Physician Name (please print)

Physician Signature

Date

Physician Acknowledgement – With Restrictions

If full duty release is not possible, I have noted on this form categorically the restrictions I recommend.

Physician Name (please print)

Physician Signature

Date

ADDITIONAL COMMENTS:

