



**Lions Tigers & Bears**  
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[www.LionsTigersAndBears.org](http://www.LionsTigersAndBears.org)  
Tax ID # 33-0938499

## Job Description

### MAINTENANCE, GROUNDS KEEPER & ANIMAL CARE

Reports To: Ranch Foreman  
Status: Full-Time, Non-Exempt

The Maintenance, Grounds Keeper & Animal Care role is responsible for attending to all the resident animal and grounds maintenance. This includes all animal perimeters, habitats, ranch and sanctuary grounds, and any other areas as required.

### MAJOR RESPONSIBILITIES

- Care and wellbeing of resident animals
- Deep cleaning of animal habitats
- Maintenance of all grounds

### Maintenance of Grounds

- Perform improvements and maintenance as needed on all ranch ground areas.
- Monitor and adjust irrigation and sprinkling systems to distribute water according to needs and to avoid wasting water.
- Maintain and repair as needed sprinklers, well and water tank systems.
- Oversee brush clearing for fire prevention, road clearing and tree trimming, and work with Cal Fire and Department of Correction workers as needed.
- Ensure fly, rodent, bee, wasp, bat and insects are controlled within the entire property.
- Oversee inventory and stocking of all needed supplies and equipment.
- Pick up materials and supplies as needed.
- Maintain grass and green space on the property, including within the animal's habitats.
- Maintain a maintenance log daily.
- Ensure that enclosure maintenance is done regularly - cleaning, weed whacking, mowing, tree trimming.
- Maintaining sanctuary grounds.
- Perform minor repairs as necessary.
- Support in all event set up and breakdown.
- Maintain and keep clean carts

## **Care and Wellbeing of Resident Animals**

- Respond to issues that arise in relation to the property, the buildings, and the animals.
- Participate in diet preparation.
- Feed and water all animals.
- Clean refrigerators/freezers on a daily basis.
- Perform animal husbandry.
- Maintain feed room – keep clean and organized.
- Label foods and rotate as necessary.
- Perform inventory of food and enrichment.
- Participate in enrichment activities for the animals.
- Enclosure maintenance - cleaning, weed whacking, mowing, tree trimming.
- Routine inspection of enclosures, fencing, pools, and other structures.
- Shifting of the animals on a regular basis.
- Maintain animal records, notes and enrichment log on a daily basis.
- Maintain all MSDS sheets on the property.
- Set up and maintain needed supplies for daily visit stations and special events.
- Perform construction of habitats when needed
- Disinfect and deep clean transfer cages, rescue hauler, and animal bedrooms
- Follow all SOP procedures to ensure safety of self, others and animals

## **Deep Cleaning Animal Habitats**

- Deep clean animal enclosures on a regular schedule following LTB standards.
- Ensure all end of day lists are checked for deep cleaning to be done.

## **Other**

- Maintain knowledge of policies and procedures on all aspects of animal care.
- Maintain confidentiality of proprietary and donor information.
- Attend and participate in all staff meetings as well as AM & PM keeper meetings.
- Engage as a team member/team player at LTB.
- Provide outstanding customer service in-person and over the phone.
- Other duties as assigned by the Ranch Foreman and/or Founder/Director.