

The Texas Zoo General Manager Job Description

Summary

The Texas Zoo General Manager is responsible for overseeing the day to day duties required to operate the zoo, along with creating a positive work environment for all staff and ensuring the upkeep of the zoo's appearance and cleanliness. The GM will report directly to the Executive Director and will directly oversee the guest service department. Working weekends is mandatory, along with holidays in which the zoo is open to the public.

Qualifications

- 5+ Years Guest Service experience
- Proven experience as a General Manager or similar executive role
- Excellent verbal and written skills. Working knowledge of the English language.
- Must be able to walk and stand for extended periods of time in extreme weather conditions.
- Maintenance and Landscape experience desired but not required
- Experience or interest working with animals is desired but not required.
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- Must be able to work in a fast paced, cooperative team environment.

Responsibilities

- Oversee/Ensure custodial duties are performed
- Manage Guest Services Department, including gift shop, admissions, and concessions
- Inventory/order office supplies
- Inventory/order concession needs
- Schedule Guest Service department
- Manage zoo annual pass membership list and development
- Oversee/Plan special events and parties
- Ensure lawn care and general landscaping is cared for
- Open and Close the zoo
- Ensure basic maintenance is performed on utilities (bathrooms, AC units, etc.)
- Payroll
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Quick thinking and problem-solving skills.
- Other duties as assigned.

Work Environment

Exposure to outdoor conditions such as heat, humidity, and rain will be required.

To Apply

Applicants may send their Resume, and Application to cwittenborn@texaszoo.org. Deadline for application is July 1, 2020.