

Cheyenne Mountain Zoo Auxiliary
Job Description
May, 2024

Position Title: DRC Chairperson

Reports To: President Elect

Position Summary: Responsible for maintaining supplies needed by docents in the DRC. This includes cleaning, paper goods, supplies for the printer and computer and ensuring maintenance issues are reported to the appropriate department.

Responsibilities and Duties:

- Purchase supplies for: kitchen and bathroom. This includes paper towels, toilet paper, hand soap, dish soap, tissues, trash bags, locks for cabinets, batteries for wall clock, and office supplies. Purchase recycled products when possible.
- Maintain the copies. Ensure there is an adequate supply of paper. Purchase recycled paper when available.
- Tax exempt numbers are available for Walmart, Office Depot, etc. Reimbursement forms are located in the back of the DRC Notebook. Make additional copies as needed from the master copy in the plastic sleeve. The zoo will not reimburse for taxes paid. Give reimbursement form to the Treasurer.
- Keep copier and computer "ON" at all times.
- **Contact Zoo Maintenance** if any problems occur such as:
toilet back up, sink not draining, thermostat problems, replace batteries in door loc or smoke detector, etc.
- **Contact Stacey Graham** if exterminator is required for ants or mice. (Some mice traps are available in the DRC if needed).
- Obtain a master calendar to hand on the DRC refrigerator.
- Ensure the bulletin board is kept current.
- Maintain thermostat is set at 68 degrees F in fall and winter and 55 degrees F in summer.
- Once a year have the DRC carpet cleaned. G.A. Cleaning Solutions, LLC is recommended.
- Cleaning of the DRC is hired out.