

**Cheyenne Mountain Zoo Auxiliary
Job Description – 2023-2024**

Position Title: Cart Master

Reports to: VP On Grounds

Position Summary: Responsible for all carts and collecting docent service hours from carts.

Responsibilities and Duties:

1. Inventories cart contents on a monthly basis.
2. Collects the monthly cart service hour forms and tabulates the total service hours each docent has recorded no earlier than the first day of the following month.
3. Ensures all biofacts are accounted for, stored properly and in good shape.
 - a. If a biofact is missing, try to track down the how, what, when and who by using the checkout list in the binder. You may need to make a call for informational purposes.
 - b. Report the missing biofact to the President
4. Repair damaged biofacts and order replacement biofacts if needed.
5. Inspect the carts, cart covers (if applicable), boxes and locks for any damage.
 - a. Cart cover repairs may need to be patched or tended to – there are a few docents who sew, and that list is in the EOY report.
6. Ensures the monthly cart service hours sign in forms are available.
7. Collects the biofact forms for each cart when full and no earlier than the first day of the following month.
8. Submits the recorded cart service hours to the Service Registrar within the first 5 days of the month.
9. Communicates educational information, issues and/or concerns to CMZA docents via Zooline or email.
10. Checks the cart master Gmail account for any messages.