



*Our Mission: We share our joy of nature to help wildlife and people thrive.*

**Position:** Events Flipper  
**Status:** Part-time/Seasonal FLSA Hourly Non-Exempt  
**Department:** Events  
**Reports to:** Assistant Events Manager

## POSITION OVERVIEW

Located along the Space Coast in Melbourne, Florida, the Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center for rehabilitation of wild marine turtles. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding, and rhinoceros and various other animal encounters.

The Events Flip Team will assist with various aspects of lodge events as well as zoo wide/special events including but not limited to, the items enumerated here. This position is a paid part-time, hourly role based on each flipper volunteering to work specific shifts based on their availability. A flip shift, approximately 3 hours, is in addition to each flipper's primary work schedule and should not replace their current job duties. For all zoo employees who are interested, it is the responsibility of the flipper to manage their hours and ensure that they do not exceed 29 hours for part-time employees and 40 hours for full-time employees. For non-zoo employees, this position is part-time/seasonal position at \$15/hour. FLSA non-exempt hourly.

Flip schedules are created by the Assistant Events Manager and communicated to the flip team at the beginning of every month. Some scheduled dates and times are subject to change due to last-minute adjustments. The Events Flip Team reports to the designated flip supervisor before each scheduled flip. At that time, the supervisor will discuss the floor plan as well as any other important information pertaining to the flip with the flip team. Once flips are completed, the supervisor will ensure all action items are completed to standard before dismissal.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

#### **The responsibilities of the Events FLIP TEAM during Lodge Flips will include:**

- Implementing the floor plan of all lodge events as directed by the Flip Supervisor, in accordance with the vision of the event lead.
- Remove all tables, linens, and chairs from previous events and set up the lodge for the upcoming event.
- Sweep all floors inside and outside followed by mopping inside.
- Wash all windows.
- Ensuring the event venue is clean and organized, including the back storage room.
- Dispensing and maintaining event and facility supplies and equipment both owned and rented as assigned by the Event Staff.



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- Carry out any additional tasks assigned by the Flip Supervisor as well as assisting them.
- Adhering to OSHA safety standards.
- Inspecting equipment for damage before and after usage and informing the Flip Supervisor of any issues.

**The responsibilities of the Events FLIP TEAM during Zoo Wide/Special Events will include:**

- Implementing the set up and breakdown of all Zoo wide/special events as directed by the Event Staff, in accordance with the vision of the event lead.
- Dispensing and maintaining event supplies and equipment both owned and rented as assigned by the Event Staff.
- Ensuring all walkways are clean and organized.
- Carry out any additional tasks assigned by the Events Team as well as assisting them.
- Adhering to OSHA safety standards. Inspecting equipment for damage before and after usage and informing the Events Team of any issues.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- The ability to work quickly while maintaining a high level of accuracy and order in the completion of all tasks.
- The capability to prepare for and prioritize assignments, meeting all deadlines.
- Professionalism of every interaction in person and through all forms of correspondence.
- Attentiveness to detail throughout all assignments.
- A work ethic that is collaborative, innovative, resourceful, and durable.
- The dependability to handle responsibilities autonomously and find resolution in varied circumstances.
- Clear communication with managers and colleagues throughout all assignments.
- The ability to effectively read and analyze flip floorplans.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

(H) Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor environment often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.



# BREVARD ZOO

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**WORK SCHEDULE:**

May be required to work weekends and nights as necessary.

**TRAVEL:**

The above information in this 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. Performance of this job will be evaluated in accordance with the Zoo’s policies on evaluation of personnel.

*Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.*

**FOR HUMAN RESOURCES USE ONLY**

**Department:** Events  
**Schedule:** 29 hours or less. – 12 months  
**Content By:** Assistant Events Manager  
**Compensation:** Human Resources

<b>Revision:</b>	<b>Date:</b>	<b>Revision Control:</b>	<b>Initiated By:</b>
1.0	10/14/2024	Developed	Elizabeth Brummer – Assistant Events Manager