

Job Description

Job Title: Grounds Assistant

Position open: September 2010

Department: Maintenance

Pay Grade: Monthly salary + housing/ insurance Reports to: Grounds Supervisor

General Position Summary:

Assists the grounds supervisor in the development and maintenance of grounds and gardens for the enjoyment of CBCC guests. Aid in the sanitary upkeep of conference grounds and staff housing units.

Essential Functions/Major Responsibilities:

1. Perform minor maintenance of tools and equipment.
2. Day to day care of the greenhouse.
3. Cut firewood and stock the firewood boxes.
4. Planting and care of the annuals, perennials, shrubs, trees, and lawn including application of pesticides - especially Round-up, Corry's and Deadline slugbait, Captain fungicide, Sunspray ultra-fine oil, and biological controls.
5. Be responsible for the garbage route, tow the recycle trailer to the recycling center, drive the pick up truck with compactor to the transfer station.
6. Fill in for the grounds supervisor on his off days or when he is on vacation or sick.
7. Oversee volunteers assisting in the grounds department.

Secondary Responsibilities:

All other duties as assigned.

Qualifications/Skills Required (including education and experience):

1. A valid Driver's license and a good driving record. Ability to tow, maneuver, and back up the recycle and garbage trailers. Able to drive a pickup with canopy or van to Portland for supplies.
2. Able to operate a variety of gas operated power tools and equipment.
3. Able to work outdoors in any kind of weather.
4. Able to work on Saturdays during the months of June, July, and August. The Grounds Assistant will work on alternate Sundays watering in the greenhouse and outside as needed year round.
5. A Christian in agreement with CBCC's statement of faith and with a personal growing relationship with Jesus Christ.

Physical Activities Required:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Standing | <input type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Bending |
| <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling |
| <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Climbing |
| <input checked="" type="checkbox"/> Grasping | <input type="checkbox"/> Talking |
| <input type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Reaching |
| <input checked="" type="checkbox"/> Seeing | <input type="checkbox"/> Recognize colors |
| <input checked="" type="checkbox"/> Repetitive motions of hands/wrists | |
| <input checked="" type="checkbox"/> Pushing 100 lbs | <input checked="" type="checkbox"/> Pulling 100 lbs |
| <input checked="" type="checkbox"/> Lifting 80 lbs | <input checked="" type="checkbox"/> Carrying 80 lbs |

Describe any other physical activities required:

Ability to do heavy physical labor such as cutting firewood or digging ditches.

Supervisor Approval _____ **Date** _____

Manager Approval _____ **Date** _____