

Job Description:

Grounds Assistant



General Information:

- Department: Grounds
- Reports to: Grounds Supervisor
- Category: Conference Assistant/Salaried
- Description current as of: October 2021

Essential Role: Assist the Grounds Supervisor in the maintenance of the conference center grounds, gardens, lawns and daily landscaping operations as well as occasional landscape construction projects.

Main Responsibilities:

- Maintain flowerbed planting and care of annuals, perennials, shrubs, trees and lawns including application of pesticides.
- Assist with other landscaping projects and fence maintenance.
- Supply firewood as needed.
- Perform day to day greenhouse operations (growing flowers from seed, fertilizing, watering, pest control).
- Perform minor repairs and routine care and maintenance of Grounds Department tools and equipment.
- Collect conference center garbage from grounds and staff housing and deposit into trash compactor/dumpster.
- Collect recyclables from grounds collection sites; transport to city recycle center.
- Work with and oversee volunteers as needed.
- Perform all duties in accordance with OSHA safety standards.

Secondary Responsibilities:

- Fill in for Grounds Supervisor on days off or during his/her absence.
- Other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith.
- A growing personal relationship with Jesus Christ and a consistent Christian testimony.
- A valid driver's license and a good driving record. Ability to drive pickup truck, van; tow trailers and ability to back up trailers is required.
- Physical fitness ability to do extended labor outdoors during inclement weather; ability to perform extensive periods of walking, bending, lifting, kneeling and digging are required.
- Ability to operate a variety of gas operated power tools and equipment safely.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands:

Sit	<u>0</u> Consecutive hours	<u>0</u> Total hours per day
Stand/Walk	<u>4</u> Consecutive hours	<u>8</u> Total hours per day
Employee may alternate between sit/stand as needed.		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm
<input checked="" type="checkbox"/>	Uses both hands/arms	

	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	Up to 250 yards			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	