

FUMC Job Description
For
Assistant Grounds Keeper

Purpose: To assist the Building and Grounds Keeper Supervisor in maintaining property grounds, upkeep on building appearances and gardening assistance.

Equipment: Knowledge of maintenance equipment processes and proper upkeep essential for readiness. Training will be provided to fully understand each piece of equipment's requirements for safety and operational use. Most equipment is commercial grade but not difficult to operate with practice.

Duties include but not limited to:

Review weekly lawn maintenance schedule. This ensures entire property is maintained weekly. Mowing with push mower all islands on property, weed eating all borders of property in parking lot and around building structures including internal Fountain Garden. Mowing with large riding mowers all large fields and weed eating around drainage lines. Edging along all paved surfaces (sidewalks). Ensure all equipment used that day are properly fueled with fuel cans stored in shed. Notify supervisor when fuel supply is low for refueling purchases.

Irrigation maintenance. Ensure all sprinkler zones are operating properly. All sprinkler heads are attached and spray is aligned with intended watering areas, not the concrete surfaces. Replace damaged sprinkler heads for proper usage. Assist in repair of water leaks/valves. Hand water potted plants.

Gardening. Assist with gardeners for plant maintenance, planting, weed control in flower beds. Fertilization of plants. Assist in trimming of shrubs, trees and flowers. Maintaining all flower beds for proper mulch coverage.

Trash pickup. Monday's are crucial for scanning property and collecting and disposing of all trash on property. Review of property cleanliness on Friday's are crucial for weekend services and events.

Sanctuary and Preschool maintenance. Check for water leaks inside structures and repair said leaks. Change HVAC air filters quarterly. Change all damage or water stained ceiling tiles.

Cleanliness of Shed Facility of debris and dirt is required. Ensure Shed Office is locked after leaving while on property or end of shift. Shed garage doors must be closed after your shift.

** Always check with your Supervisor at start of shift for special projects.

** Always keep a list of extra chores completed and time required to accomplish tasks.

** Remember, proper work clothing should be worn to ensure your safety with using power equipment. Also, clothing should be comfortable but you will get dirty.

Time Sheet Maintenance. To ensure accuracy in worked hours, log start and stop times on your time sheets. Also, text your Supervisor with start and stop times for backup documentation in case you are absent when time sheets are submitted. Ensure you sign and date your time sheet and your Supervisor signs same. Time sheets are usually due 3 days prior to the 15th and last day of the month. Completed time sheets are crucial to ensure your pay checks are processed on time.

Hours to expect are seasonal with Spring through Fall longer hours, while Winter reduced by daylight available for outside activities. However, every effort to identify work potential will be reviewed with you to ensure a reasonable paycheck. Climate conditions like rain, snow or excessive heat could reduce worked hours.

You should expect 15 – 25 worked hours weekly, Monday through Friday. Occasional Saturdays for extra work may be offered for special projects.

Hourly wage: \$15.00 Hourly

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