

UNITY HOUSE OF CAYUGA COUNTY, INC.
JOB DESCRIPTION

JOB TITLE: Gardener/Handyperson – Volunteer
REPORTS TO: Director of Maintenance
DATE: December 6, 2013

QUALIFICATIONS

High School Diploma or GED. Willingness and interest to work on outdoor group beautification projects at various Unity House properties. Experience with hand tools preferred. Physical demands vary pending placement. May include standing for 2 to 3 hours and climb stairs/ladders and lift items over 25lbs throughout the shift.

SUMMARY

This position reports to the Director of Maintenance. This position is responsible for providing gardening and general maintenance as directed. Gardener/Handyperson positions may participate in one or more activities depending on the project needs at the time. Hours/shifts are flexible pending project needs and may increase during peak season (Spring through Fall).

ESSENTIAL FUNCTIONS

1. **General Duties:** Support staff with general landscape/simple repair projects and other tasks as assigned.
2. **Yardwork :** Support staff with weeding, preparing beds, planting, mulching, trimming, raking, mowing and other general lawn and garden chores in outdoor spaces surrounding Unity House properties.
3. **Handyperson:** Support with painting and simple repairs, etc. Tools/supplies will be provided.
4. **Vehicle Detailing:** Support with washing/cleaning program vehicles as needed.
5. **Staging:** Support with setting up conference rooms for presentations. This would require some lifting and repositioning of furniture layouts at trainings or other events.
6. **Cleaning:** Support with cleaning mowers and tools utilized by the Maintenance department.
7. Reports to shift on time and maintains regular attendance in accordance with Agency policies and practices (see Attendance/Absenteeism/Punctuality Personnel Policy – No. 500.501).
8. Performs other comparable and related duties as assigned.

This job description is not intended to be all-inclusive and volunteers will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Unity House of Cayuga County, Inc. reserves the right to revise and change job duties and responsibilities as need arises. This job description does not constitute a written or implied contract of employment.

Print Name

Signature

Date