

## Gardener \$300/mo

### **Summary:**

This is a paid staff position, reporting directly to the Facility Manager. Primary responsibility is to maintain the Club grounds to look neat, trim and safe.

Areas of service include but not limited to the following:

- Lawn, Tree and Hedge maintenance
- Planter boxes and tubs seasonally maintained
- establish liaison role with Aquatics Manager, Facility Manager and Assistant
- receive and resolve club membership concerns and issues addressing the Club grounds
- Maintains freedom to upgrade and invest in landscape improvements at the need arises
- Maintains budgetary compliance to annual expenditures while contributing to annual budget planning / improvement planning activities.
- Functional accountability occurs directly to the Facility Manager for daily operational chain of command and communications issues. Is free to access any Board Officer to escalate issues, requests or concerns.

### **Salary**

\$3,600 annually, payable \$300 per month for the fiscal operating year, beginning March 1st and ending February 29th of the following year. Includes a free Family LRCC membership with full rights and privileges.

### **Qualifications / Skills / Experience**

- Must possess own lawn care and maintenance equipment along with the equipment to transport to / from the Club's grounds as no storage shed services currently exist.
- Working knowledge of plants, trees and shrubs is a prerequisite with demonstrated references of successful grounds maintenance.
- Must gain the respect and admiration of the Club's Membership, Executive Board, Staff peers, and Employees.
- Must demonstrated poise, confidence, maturity, tact and leadership in all dealings with the Membership and their Guests during problem resolution opportunities.
- Must possess a positive attitude, strong attention to detail, accountability, and maintain a well organized approach with clear communications of needs or expectations.

### **Functional Responsibilities**

#### Pre-Season: JANUARY – APRIL

- Review, examine and replace all water maintenance tools (soakers; sprinklers; hoses; etc.)
- Seed, aerate, repair and / or replant landscape where necessary.
- Ensure grounds are ready for opening day.

#### Operational Season: mid-APRIL to mid-OCTOBER

- Plant and maintain annuals for ground's beautification.
- Daily, weekly and monthly landscape duties as itemized on next page.

#### Post-Season: SEPTEMBER – DECEMBER

- Coordinate trimming of main **Crape Myrtle** shade trees and other perimeter trees and shrubs.
- Review grounds improvement requirements and submit budget plans or recommendations for next season's consideration.
- Commission ground aeration and fertilization.
- Remove, replace, or replant Trees / Shrubs / Bushes as needed.

### **Scope of Duties**

#### Fiscal / Budget Accountability

- Operate within annual prescribed budgetary guidelines, reporting monthly to the Facility Manager in situations of operation cost overruns.
- Contribute to annual planning activities to establish and promote facility beautification programs.
- **Budget compliance is a key performance measure.**

#### Accessibility

- Maintain an established, visible schedule of maintenance activities on a weekly basis.
- Schedule to be developed and reviewed with Facility Manager for proper coordination during seasonal operating period.

#### Membership Liaison Role

- Responsible for developing a friendly, cordial relationship with the General Membership.

#### Daily Activities

- Water shrubs, annuals, flower beds, and soak trees.
- Replant, replace and weed the flower beds, roses, lawn and tree areas as needed.
- Cleanup fallen leaves and other landscape debris.

Weekly Activities

Mow and edge lawn areas.

- Clean up excess fallen leaves at both gate entrances too maintain clean appearance.
- Prune and feed rose bushes as needed.
- Coordinate watering activities by AM Facility Assistants; supplement their activity as grounds beautification efforts require.

Monthly Activities

- Aerate, seed and repair lawn areas that require attention.
- Trim and shape perimeter shrubs and hedges.

***Annual performance review by Executive Board directly affects following season's hiring opportunity.***