

LILLIE M. EVANS LIBRARY DISTRICT

Position Description

Job Title: Seasonal Garden Worker

Classification: Non-Exempt

Summary: A Seasonal Garden Worker performs a variety of tasks to assist in the maintenance of landscapes and related structures. Duties include the upkeep and maintenance of gardens and grounds at the LME Library. This is a part-time position (up to 15 hours/week) with regularly scheduled hours.

Supervised by: Library Director and/or designated authority

Supervises: (None)

Interacts with: Community and staff

Responsibilities and Job Functions:

- Plants flowers, rakes, waters, edges, and weeds gardens
- Performs other manual duties cleaning and maintaining landscaped environments
- Keeps the garden shed organized and tidy
- Complies with library policies and procedures
- Maintains a courteous and polite manner when dealing with public & staff
- Performs other duties as assigned by Director

Qualifications and Requirements:

Education, Experience, Knowledge, Skills, and Abilities:

- Applicants must be at least 16 years old
- Must have working knowledge of plant identification and the use of common hand and garden tools
- Understand and carry out verbal instructions
- Maintain simple records and make verbal reports

Physical Demands:

Work duties will be primarily carried out outdoors and regularly exposed to bad weather conditions i.e. wet and/or humid conditions and hot and cold weather. The work requires physical exertion such as periods of standing; recurring bending, crouching, stooping, stretching, reaching, lifting, carrying, pushing and pulling or similar activities; recurring lifting of moderately heavy items up to 50 pounds and repetitive use of the wrist, forearm, and hands.

Work Environment:

Work duties will be primarily carried out outdoors and regularly exposed to bad weather conditions i.e. wet and/or humid conditions and hot and cold weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.