

JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas

POSITION: Gardener
DEPARTMENT: Facilities
SUPERVISOR: Grounds Manager
CATEGORY: Regular full-time
JOB CODE: Non-exempt

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

OBJECTIVE OF JOB

Maintain flowerbeds and Greenhouse in a clean and attractive manner.

ESSENTIAL JOB FUNCTIONS

1. Plant, prune, and maintain all flowerbeds.
2. Keep Greenhouse neat and clean.
3. Provide plant material for seasonal ranch decorations and workshops.
4. Maintain cleanliness and attractive appearance of grounds.
5. Work closely with guests, group/seminar directors, volunteers and other staff.
6. While performing duties drive a Mo-Ranch vehicle on public roads and Mo-Ranch property.
7. Perform other duties as assigned by the Grounds Manager.
8. Regular and dependable attendance.
9. Off-season duties may include other grounds maintenance duties.

SUPPORTIVE FUNCTIONS

1. Assist other maintenance personnel with construction projects, plumbing and normal maintenance projects, when needed.
2. Pickup and deposit trash in a sanitary manner.

QUALIFICATIONS

1. Ability to read, speak and understand English well.
2. Experience in the safe and proper use of scaffolding and ladders.
3. Ability and willingness to do a variety of jobs with little or no supervision.
4. Two years of experience in the field of gardening.
5. Have, or be able to obtain within 18 months, a Master Gardener's certification.
6. Ability to work well with others including volunteers, Mo-Ranch guests and other staff.
7. Ability to drive a Mo-Ranch vehicle and maintain such driver certification and eligibility as required by Mo-Ranch's insurance carrier.
8. Willingness to accept other assigned duties.
9. Ability to lift, carry and push up to 50 pounds.
10. Ability to stand, walk around, and remain on one's feet for prolonged periods of time.
11. Experience with and knowledge of grounds maintenance is preferred.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform shirt) must be worn at all times while on duty.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed By:

Date