

Position Description

Position Title: Groundskeeper/Janitor
Reports To: Director of General Services
Type of Employment: Full Time
Status: Hourly (Non-exempt, eligible for over time)

Position Summary

Tohono Chul seeks a team-oriented Groundskeeper/Janitor who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Responsible for maintaining and cleaning the grounds and participates in ground construction activities. Working conditions include outdoor environment, extreme temperatures, lifts or carries heavy objects.

Essential Duties and Responsibilities

Wednesday and Thursday

- Clean building floors by sweeping, mopping, scrubbing, polishing or vacuuming.
- Service, clean, sanitize and supply restrooms.
- Clean sinks, countertops, microwaves, and refrigerators in office areas.
- Clean windows and windowsills.
- Remove trash and usable boxes to appropriate areas.
- Prepare orders for janitorial supplies and stock shelves when delivered.
- Other janitorial duties as assigned.

Monday, Tuesday and Friday

- Plant and prune shrubs, trees, and flowers.
- Remove debris from walkways, rake leaves and other debris.
- Water trees, shrubs, flowers and perform irrigation activities including installation and repairs.
- Spray for weeds and insects.
- Assist in installing or upgrading new or existing gardens.
- Set up and tear down for Park events.
- Assist with semi-annual plant sales and other Park events.
- Operate vehicles and powered equipment, such as trucks, tractors, golf carts, chain saws, electric clippers or other equipment to perform tasks.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers or axes.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Basic knowledge of cleaning products or willing to learn.
- Knowledge of plants and irrigation.

- Knowledge of equipment and tools used in maintaining the gardens.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.
- Required to work in all kinds of weather and spend most of the day on feet digging, raking and doing demanding physical labor.

Minimum Qualifications

- One year of janitorial, grounds or landscaping experience.
- High school diploma or equivalent.
- Must meet all physical requirements and be able to take direction.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to:
Penny Poynter, Director of Finance and HR
ppoynter@tohonochul.org