Dunlap Public Library District

302 S. First St.

Dunlap, IL

**Garden Worker – JOB DESCRIPTION**

JOB TITLE: Seasonal Garden Worker

REPORTS TO: Library Director and/or designated authority

POSITION SUMMARY: This seasonal, part-time, non-exempt position performs a variety of tasks to assist in the maintenance of landscapes and related structures. Duties include the upkeep and maintenance of gardens, lawns, and grounds at the Dunlap Public Library.

**Responsibilities and Duties:**

* Rakes, waters plants, edges, and weeds gardens
* Handles and stores job-related chemicals properly
* Performs other manual duties cleaning and maintaining landscaped environments
* Complies with library policies and procedures
* Maintains a courteous and polite manner when dealing with public & staff
* Performs other duties as assigned by Director

**Required Skills, Experience, Knowledge, and Abilities:**

* Must have working knowledge of plant identification and the use of common hand and garden tools
* The ability to read, understand, write legibly, and speak articulately in English
* Access to transportation
* Maintain simple records and make verbal reports

**Physical Demands:**

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. Exposure to both household and commercial grade garden chemicals and pesticides. Some Personal Protection Equipment will be provided. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.