

## FUMC Yard Worker Job Description

**PURPOSE:** The Yard Worker assists the congregation and staff in creating a pleasant, safe, and well-kept environment in which it is enjoyable to worship and serve God and invite others to do likewise.

**WORK PERIOD:** Up to an average of eight hours per week, April 1 through October 31 each year. There is some flexibility in the hours and days, but time worked must be recorded on a timesheet and be evident to those in supervision. Yard work normally should not be done on Sundays or other times when worship is in session.

**VACATION/PERSONAL DAYS:** As this is a part-time, flexible position, there are no paid days off.

**COMPENSATION:** This will be an hourly position, paid monthly.

**SOCIAL SECURITY:** Yes

**WORKER'S COMPENSATION:** Yes

**UNEMPLOYMENT COMPENSATION:** No

### YARD WORKER QUALIFICATIONS

1. Yard Work Skills: Must be able to use basic and advanced tools, such as riding and push lawn mowers, Kubota tractor, weed whackers, hedge trimmers, shovels, etc. Must be able to do basic repairs to lawn sprinklers. Must be able to assist in maintenance of equipment, knowing when professional assistance is required. Must be able to sit, squat, stand, walk, move freely, and lift at least 50 pounds.
2. Cooperative & Independent Work Skills: Must be able to take direction and work independently. Must have a strong work ethic and not spend work time on personal matters.
3. Communication Skills: Must be able to communicate with the office staff in person, by phone, by email, and by text.
4. Attitude: Must have an attitude that assists FUMC in our vision of meeting spiritual needs by developing relationships with Christ, community, and the world.
5. Background Check: Must be able to pass a background check.
6. Age: Must be at least 18 years old.

### YARD WORKER SPECIFIC DUTIES/RESPONSIBILITIES

1. Reports to the Staff Parish Relations Committee and works under the direct supervision of the Pastor and in coordination with the Board of Trustees.
2. Recruits, teaches, and schedules volunteers as much as possible to accomplish the yard work.
3. Engages professionals as needed for repairs or work beyond FUMC ability, staying within budget.
4. Consults, at least weekly, with the Pastor to determine and name priorities among the following possible duties:
  - a. Mowing weeds with Kubota tractor or other equipment, so that weeds are cut or whacked regularly throughout the season on all areas that are beyond the main lawn and not in the alfalfa fields managed by Kent Myerhoffer. This includes all along the parking lot, driveway, and fencelines. It also includes the easement road and along 400 North which is commonly perceived as FUMC property.
  - b. Applying and purchasing fertilizer or weed killer.
  - c. Pulling weeds by hand from flower beds, rock beds, parking lot cracks, playground, etc.
  - d. Overseeing volunteer mowing of lawn, filling any schedule gaps that might exist.

- e. Maintaining yard equipment (gas, oil, blade sharpening, repairs, etc.).
  - f. Repairing and adjusting lawn sprinklers and controls.
  - g. Turning water on and off at the beginning and end of each season.
  - h. Interfacing with Kent Myerhoffer regarding the mowing of alfalfa and other parts of our property.
  - i. Coordinating with FUMC community gardeners and beekeepers, as needed.
  - j. Assisting in keeping FUMC equipment and property safe from vandals and thieves.
  - k. Assisting with the FUMC volunteer duty of maintaining the frontage along 400 N. and the SW corner of 1200 W. and 400 N.
  - l. Keeping an eye on the exterior of the church building, to note any repairs that are needed.
5. Uses church debit card in a responsible manner for required routine purchases, turning in all receipts and creating vouchers for payment.
  6. Alerts Pastor about any expensive equipment maintenance needs or needs for new equipment.
  7. Assists in own annual performance review.
  8. Does additional duties, as assigned.