Taylor Conservatory Foundation  
Box 1903  
Taylor, MI 48180  

Posting: 4/1/15

Job Description: Groundskeeper Assistant  
Job Status: Seasonal  
Hours: Part-time up to 20+ hours weekly  
Hourly Rate: $12-$15 depending on experience

Overview:
The seasonal grounds assistant performs general gardening and grounds maintenance, consisting primarily of manual labor under the direction of full-time horticulture staff, working independently or with a crew. Assist with special projects such as event preparation and support. There may be occasional evening, weekend, and holiday hours. Work and area assignments may change during the season as needed by the Garden.

Duties and Responsibilities:
In this role you will be responsible for the following:

- General gardening maintenance including planting and transplanting, pruning trees and shrubs, watering, mulching, mowing, grooming, raking, hoeing, digging, chipping brush, weeding, fertilizing, deadheading, and edging.
- General cleanup and equipment maintenance such as picking up trash and compost, removing refuse, tidying up tool and equipment storage areas, cleaning paths, and sharpening and maintaining tools and equipment.
- Safely operate small equipment such as leaf blowers, mowers, chainsaws, rototillers, and weed-eaters.
- Report any tool or equipment problems to the Director.
- Keep tools, supplies, vehicles, and work areas clean and organized.
- Assist indoors with projects such as equipment maintenance, shop organization, and other work when weather prohibits outdoor work.
- Work safely without injury to self, others, property, or plants.
- Interact daily with staff, volunteers, and the public in a friendly and respectful manner.
- Assist with support for special events and other projects as needed.

Qualifications:
Our ideal candidate will have the following:

- General knowledge of small tools and equipment preferred.
- Some gardening maintenance experience preferred.
- A valid driver's license and insurable by the Taylor Conservatory Foundation.
Physical Demands:
Must be able to lift, push, pull, and carry items up to 50 pounds. Must be able and willing to work outdoors when the weather is hot, humid, or cold. Be comfortable working on slopes and stepladders.

Dress Code: Neatly groomed and dressed for outdoor maintenance. No ripped, frayed, or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace inappropriate dress is not permitted.

Why Apply?:
Come work in a setting that is like no other as you support our mission: We connect plants and people to enrich life in our community. Take the first step toward being one of the employees who make the Garden one of the treasures of our area. Apply today.

Please note that applicants who do not meet the required qualifications will not be considered.
Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and qualifications required of personnel so classified.
The Taylor Conservatory Foundation is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

**Applicant Information**

**Applicant Name:**

**Address:**

**City, State and Zip Code:**

**Telephone Number:**

**Email Address:**

**Date of Application:**

**Employment Position**

**Position(s) applying for:** Seasonal Groundskeeping Assistant (part time)

How did you hear about this position?

On what date can you start working if you are hired?

Do you have reliable transportation to and from work?

Salary desired:

**Personal Information**

Do you have any friends, relatives, or acquaintances working for Taylor Conservatory Foundation?

If yes, state name & relationship:

Are you 18 years of age or older?

Are you a U.S. citizen or approved to work in the United States?

What document can you provide as proof of citizenship or legal status?
Will you consent to a mandatory controlled substance test?  
Yes  No

Do you have any condition which would require job accommodations?  
Yes  No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  
Yes  No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications
Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Taylor Conservatory Foundation complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

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<tr>
<th>Name</th>
<th>Location (City, State)</th>
<th>Year Graduated</th>
<th>Degree Earned</th>
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College/University

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<th>Location (City, State)</th>
<th>Year Graduated</th>
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Vocational School/Specialized Training

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<th>Name</th>
<th>Location (City, State)</th>
<th>Year Graduated</th>
<th>Degree Earned</th>
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Military:
Are you a member of the Armed Services? ______________________________________
What branch of the military did you enlist? ______________________________________
What was your military rank when discharged? ____________________________________
How many years did you serve in the military? ____________________________________
What military skills do you possess that would be an asset for this position? _______...

Previous Employment

Employer Name: _______________________________________________________________
Job Title: __________________________________________________________________
Supervisor Name: ______________________________________________________________
Employer Address: ______________________________________________________________
City, State and Zip Code: ________________________________________________________
Employer Telephone: ___________________________________________________________
Dates Employed: __________________________________________________________________
Reason for leaving: _____________________________________________________________

Employer Name: _______________________________________________________________
Job Title: __________________________________________________________________
Supervisor Name: ______________________________________________________________
Employer Address: ______________________________________________________________
City, State and Zip Code: ________________________________________________________
Employer Telephone: ___________________________________________________________
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Employer Address: ______________________________________________________________
City, State and Zip Code: ________________________________________________________
Employer Telephone: ___________________________________________________________
Dates Employed: __________________________________________________________________
Reason for leaving: _____________________________________________________________
References
Please provide 3 personal and professional reference(s) below:

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<tr>
<th>Reference</th>
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Additional Information:
Are you a citizen or otherwise legally authorized to work in the United States

________________________________________

List any special qualifications not covered elsewhere in this application

________________________________________

AT-WILL EMPLOYMENT
The relationship between you and the Taylor Conservatory Foundation is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Taylor Conservatory Foundation. No representative of Taylor Conservatory Foundation has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and our Company's President.

Applicant Signature: ___________________________  Dated: ________________