

**BENCO
GROUNDSKEEPER
JOB DESCRIPTION**

REQUIREMENTS

Education/Experience/Qualifications

- Must be at least 18 years of age with High School Diploma or G.E.D.
- Willingness to complete a background check.
- Must provide a minimum of two work references.
- Must have a valid driver's license and a good driving record.
- Must be self-motivated.
- Ability to follow-through on projects.
- Ability to work alone or as a team.
- Ability to communicate and interact well with Benco employees outside agencies.

TRAINING

- Complete Pre-Service
- Successfully complete BBP/RA/OSHA training before going out to the programs.
- Successfully complete and maintain CPR/FA training within one month of your hire date or show proof of current cards at time of hire.

RESPONSIBLE TO

- Executive Director

DUTIES

- Mow lawns.
- Rake leaves.
- Plant flowers
- Weed flower beds, lawn etc.
- Prune shrubs, trees, flowers, etc.
- Replace bark as needed.
- Water shrubs, flowers, trees and lawns.
- Take yard waste containers out to the curb on scheduled dates.
- Plant the community garden and maintain its upkeep, pick and deliver the vegetables to all the programs when they are ready.
- Help clean and power wash the driveways, patios and decks.
- Help shuffle Benco cars around and deliver/pick them up from repair shop as needed.
- Help organize and do dump runs as needed.
- Help with moving furniture or other items as needed.
- Maintain and service all Benco tools/machinery as needed.
- Help keep outside grounds around the programs looking clean and nice.
- Help clean gutters and roofs as needed.
- All other duties as assigned by supervisor.