

# Grounds Volunteer

<b>Job Title:</b> Grounds Volunteer	<b>FLSA Status:</b> Exempt Volunteer
<b>Department:</b> Volunteer Services	
<b>Reports to:</b> Plant Engineer	<b>Date:</b> October 11, 2016

## Summary

Volunteer position responsible for assisting with basic grounds keeping and landscape maintenance duties. When needed or as directed will perform other departmental tasks. Adheres to all mandated federal, state and hospital Compliance, Safety, Infection Control, Employee Health, Patient Confidentiality and Civil Rights regulations, as they are relevant to this position.

## Duties and Responsibilities

Assists with grounds personnel with campus upkeep including

1. painting,
2. weeding,
3. watering,
4. mowing lawns,
5. collecting and
6. removing trash.
7. Spreading sand or salt
8. Shoveling snow
9. Planting
10. sweeping

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

# Grounds Volunteer

## Required Qualifications:

### Education:

High School Diploma or GED

### Experience:

None.

### Licenses, Certifications, Registrations:

none

### Knowledge, Skills, Abilities:

- The ability to stand and do physical activity for a period of time.
- Should have neat and legible handwriting.
- Self-motivated, dependable, cooperative, and well organized.
- Able to work independently and productively.
- Known to be a team worker and to respect co-workers.
- Present self in a professional, friendly and mature manner.
- Must complete the MGH Grounds Orientation training

## Physical Requirements

### **THE FOLLOWING INFORMATION IS PROVIDED IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA):**

**Read:** Ability to comprehend information from dictated reports as the need arises. Able to read policies and procedures as they apply.

**Speak:** Ability to communicate in a clear, concise, understandable, and professional manner.

**Write:** Ability to write legible messages inter-office. Ability to clearly communicate telephone messages to other staff, and clearly convey location of requests for service.

**Reasoning:** Ability to apply knowledge of equipment safety requirements to job tasks

**Education and/or experience:** 18 years of age or older. Prior personal experience with lawn mowers, trimmers, yard and garden equipment preferred.

#### *Degree of physical demands:*

**Light work:** exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Physical demand requirements are in excess of those for sedentary work in that walking and/or standing are required to a significant degree.

**Reaching:** extending the hand(s) and arm(s) in any direction. Handling, seizing, holding, grasping, turning, or otherwise working with the whole hand and arm.

**Handling:** Holding, grasping, turning, working with hand(s)

**Hearing:** Ability to accurately hear information given in person.

**Fingering:** Good manual dexterity.

#### *Degree of visual aspects:*

**Acuity:** Near clarity of vision at 20" or less

**Color Vision:** Ability to see colors with regard to equipment and safety information.

### **Machines, tools, equipment which may be representative by not all inclusive**

paint brushes, weeding tools, watering systems, lawn mowers, trash containers