



JOB TITLE:	Garden Caretaker
DEPARTMENT:	African American Family & Cultural Center Community Garden
REVISION DATE:	February 2018
HOURS:	Part-time
FLSA STATUS:	Non-Exempt
EMPLOYMENT:	At-Will/Regular
REPORTS TO:	Garden Supervisor
WORKS WITH:	AAFCC, Community Residents, Local & County Agencies
SUPERVISES:	None

**POSITION DESCRIPTION:**

**BASIC PURPOSE:**

The mission of the African American Family & Cultural Center (AAFCC) is to “empower and embrace African American families and community by reclaiming, restoring and revitalizing our cultural heritage, values and identity. The AAFCC is a place where people convene, connect and celebrate the essence of our community in order to bring about healing to create prosperous vibrant lives.”

The AAFCC Garden Caretaker position prefers but not required a candidate who is a resident of or has strong ties to the South Side Community. This individual must have a passion and vision for reclaiming, restoring, and revitalizing African American families and community in the Southside. He or she will be able to demonstrate personal involvement in fulfilling some aspect of the AAFCC Mission Statement within his/her life.

**ESSENTIAL FUNCTIONS:**

- Maintain professionalism in line with AAFCC policies and standards.
- Work in close partnership with the AAFCC Supervisor, other AAFCC staff to promote and support various AAFCC programs.
- Support a variety of Garden activities and events. These may include:
  - ✓ Lawn and Garden Month
  - ✓ Learning about Compost Day
  - ✓ National Fresh Fruits & Vegetables Month
  - ✓ National Gardening Exercise Day
  - ✓ Eat Your Vegetables Day
  - ✓ Build A Scarecrow Day
  - ✓ More Herbs & Less Salt Day
- The position requires being able to physically till, mow and plant the garden, as well as help with various other tasks.

- The Caretaker will work with the Garden Supervisor in creating workshops and organizing the work groups within the garden.
- It also requires working Saturday's.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**WORKING RELATIONSHIPS:**

Internal Relationships: AAFCC.  
 External Relationships: Community Members.

**EDUCATION and/or EXPERIENCE:**

- Knowledge in Gardening and Equipment
- Experience facilitating classes, workshops, and/or events for a nonprofit organization, church, or other entity.
- Must be willing to learn and develop this skill as part of employee's professional development plan.

**SKILLS:**

- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, community members, and representatives from other agencies.

**LANGUAGE ABILITY:**

Ability to read and interpret documents. Ability to comprehend written and oral instructions. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from coworkers, managers, clients, and the general public. Ability to speak effectively and clearly while on the telephone.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written and oral form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis:  
 (should this be switched from regular to occasional and the bottom as regular?)

Sitting  
Walking  
Viewing a computer monitor  
Keyboarding/Typing  
Reading

Reach with hands and arms  
Talking and/or hearing  
Twisting  
On the phone

The following lists physical demands an employee may perform on an occasional basis:

Standing  
Stoop, kneel crouch or crawl  
Handwriting  
Calculator/10-key  
Lifting (average weight 25 lbs.)

100% duties are performed outside in various weather conditions.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less); distance vision (clear at more than 20 feet).

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subject to a loud noise level from the accumulation of vehicles on the street. Ability for auditory distinction is necessary during peak times.

#### **TRANSPORTATION:**

If use of your personal vehicle is necessary for African American Family & Cultural Center business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on your personal vehicle must be provided at time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for AAFCC.

#### **WORK ENVIRONMENT – SOCIAL**

Employee shall work in a non-hostile work environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, community and vendors at all times.

#### **PRE-EMPLOYMENT REQUIREMENT**

Any offer of employment is contingent upon taking and passing a health screening/TB test. The examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. Any offer of employment is also contingent upon taking and successfully passing a criminal background investigation (fingerprinting/livescan); the guidelines set forth by the Department of Justice in accordance with the State's Penal Code Section 11105.2. Applicants are encouraged to disclose and discuss their arrest history, if any, in regards to any offense that resulted in a lawful conviction.

Reasonable consideration will be given where applicants can demonstrate a consistent period of rehabilitation of not less than seven (7) years. The AAFCC Garden Caretaker will be required to undergo a fingerprint / live scan criminal history screening which will also be considered during the hiring process.

Applicants who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

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By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours.

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Employee Name (Print)

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Employee Signature

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Date