



Mid Florida Community Services, Inc.
820 Kennedy Blvd.
Brooksville, FL 34601
Phone: 352-796-1425 | Fax: 352-796-9952

POSITION TITLE:	Volunteer/Caretaker
DEPARTMENT:	Chinsegut Hill Retreat and Conference Center
SUPERVISED BY:	Retreat Manager

ROLE DESCRIPTION

POSITION SUMMARY: A non-paid volunteer role which performs varied work in landscape maintenance and grounds maintenance. Performs routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of grounds. Enhances visitors' experiences. Assists with various projects. Represents Mid Florida Community Services, Inc., and Chinsegut Hill Retreat and Conference Center in a professional manner.

ESSENTIAL ROLE FUNCTIONS:

- Cleans and maintains ground areas including: common ground areas, deck/porch areas, firepit area, etc.
- Landscaping duties, trimming trees, mulching, weeding, etc.
- Duties may involve following a maintenance schedule. Maintenance refers to upkeep and improvements to grounds, trail maintenance, and trash pick-up.
- Provides visitor services such as information and assistance.
- Inspects and reports facility concerns to Retreat Manager. Reports any incidents or emergency to Retreat Manager.
- Participates and works as a team-player with all staff, including but not limited to: Retreat Manager, co-workers, and supervisor/management.
- Performs other related work as assigned; and, if applicable, is available for after-hours guest inquiries.
- Seek and accept guidance and support needed to complete tasks.
- Respect access to information, facilities, equipment, and property. Care for property resources, and be a steward for property resources.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies and Occupational Health and Safety Policies.

ROLE STANDARDS:

Education: High School graduate or equivalent.

Experience: Past experience and interest in grounds cleaning, maintenance, and landscape maintenance.

Licenses & Certifications: Valid Florida Driver's license, be able to operate a motor vehicle, and be insurable by company's current insurance carrier. Subject to Federal, State, and Local legal requirements/background checks/clearance for working with children, elderly, and disabled.



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CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Standing, use of hands and fingers, walking and talking are constant. Good eyesight (with corrective device) and good hearing (with corrective device) are essential. Ability to distinguish colors. Sitting, stretching/reaching, bending at waist, turning, balancing, pushing, pulling, kneeling, squatting, handling, and grasping, use of depth perception is constant. Medium (up to 30 lbs.) lifting/carrying is constant. Driving a vehicle is frequent. Heavy (greater than 30 lbs.) lifting/carrying is frequent.

Equipment: Basic landscape tools – shovel, rake, trowel, hand cultivator, pruners and shears, weedwhacker, leaf blower, lawn edger, saw/pole saw/chainsaw, pole pruner, hedge trimmer, wheelbarrow (or equivalent), broom, and gardening hose. A golf cart. A log splitter.

Safety Equipment: Safe shoes, safety glasses, gloves.

Skills & Expertise: Ability to work with limited direction. Ability to arrive to work daily and on time. Skill in completing work with a high degree of accuracy. Skill in paying attention to details. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people. Ability to use and operate basic landscape tools. Ability to handle multiple tasks at the same time. Ability to write clearly and concisely. Ability to be reliable, responsible, and accountable.

ENVIRONMENTAL FACTORS:

Location: Chinsegut Hill Retreat and Conference Center.

Work Environment: Constantly indoors and outdoors; frequently utilizing a vehicle/golf cart. Work alone and with others is constant. Work in heat, cold, or wet conditions are frequent. Exposure to natural resources, exotic species, native plants, and animals is constant. Exposure to insecticides and chemicals is frequent.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc., management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

By signing below, volunteer acknowledges that he or she has read the requirements contained herein. Volunteer certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their duties.

Volunteer Name (Print)

Date

Volunteer Signature

Date

Supervisor Signature

Date

REVISION DATE: 3/10/2021

W/C CODE: 8810

FLSA STATUS: N/A