

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

<u>JOB TITLE:</u>	Garden Assistant
<u>CLASSIFICATION:</u>	Non-Career/Continuing Part-Time
<u>PAY RATE:</u>	\$13.00-\$15.00 per hour, depending on experience
<u>LOCATION:</u>	Mary Thompson Farm Community Garden
<u>WORK SCHEDULE:</u>	Seasonal; Up to 40 hours per week; Includes some nights and weekends

JOB DUTIES:

- Supervise facility during open garden hours, garden events and programs
- Communicate in a positive, professional attitude creating a welcoming environment
- Learn and enforce Garden Guidelines and Restricted Plant List
- Assist with event setup and break down of event supplies and equipment
- Assist gardeners with minor requests and troubleshoot any issues
- Operate golf cart, rototiller and other various garden tools/equipment
- Ensure restrooms are cleaned throughout the day and complete checklist
- Inspect water stations along with set up and break down of hoses
- Open and close access to equipment and areas according to operating hours and conditions
- Observe and report any hazardous conditions or needed repairs of facility or equipment
- Report garden plots that have become unmanageable or appear abandoned
- Support Facility Supervisor with other duties as needed

JOB REQUIREMENTS:

- Must have a valid Driver License to operate vehicles
- Must be 18 years old or high school graduate
- Must be able to work well with the public and be customer friendly
- Good organizational and verbal communication skills

Applicants will be invited to further participate in the selection process once a driving record and criminal history background check has been cleared. Applications may be obtained from www.cityofsouthfield.com and submitted to the Department's Front Desk, (248) 796-4620, or Cathy Fresia cfresia@cityofsouthfield.com, (248) 796-4603.

The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodations for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.