

# Gospel Outreach

## Job Description

### Yard Maintenance

**Reports to:** VP for Administration

**Duties and Responsibilities:**

- Mows and edges lawn (weekly, spring/summer/fall, as needed)
- Blows or picks up debris (weekly, spring/summer/fall)
- Weeds flowerbeds and trims shrubs periodically, as needed
- Manages irrigation system
- When supplies are needed, communicates the estimated costs with the VP for Finance and gets approval prior to purchasing the item(s).

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach.
- Volunteer uses his/her own lawn equipment

**Schedule:**

- Flexible hours.