**Volunteer Position Description**

**Position Name:** Groundskeeper  
**Location:** Atlanta Community ToolBank Warehouse, 410 Englewood Ave SE, Atlanta, GA 30315  
**Length of Term:** 3 months, followed by performance based review for an additional term  
**Time Commitment:** 2-3 hours weekly (Open Monday-Friday, 8:00am-5:00pm)  
**Reports to:** Chad Pickett, Tool Lending Program Manager

**Purpose of Position:**  
To assist the ToolBank by maintaining the exterior grounds and grounds keeping equipment so as to create a welcoming and kempt environment for all visitors to the ToolBank warehouse.

**Key Responsibilities:**  
- Keep grass mowed and trimmed weekly during the growing season  
- Keep bushes, small tree limbs, vines, etc. trimmed  
- Collect and dispose of any trash and/or leaves on the property  
- Assist in maintaining any garden areas  
- Spray for weeds  
- Maintain grounds keeping equipment during the non-growing season  
- Perform any other special grounds related tasks as requested by ToolBank staff

**Qualifications:**  
- Ability to lift 40#  
- Ability to work outside varied weather conditions/temperatures  
- A professional and servant hearted attitude  
- Do not mind get dirty/sweaty  
- Ability to/willingness to learn how to use various lawn care equipment

**Miscellaneous**  
- Must understand and commit to the Atlanta Community ToolBank Mission, Vision and Value Statements

**Compensation & Benefits**  
- This position is a volunteer position