

Seasonal Grounds Worker

**William Butterworth Foundation
1105 8th Street
Moline, IL 61265**

Organization Mission and Background

The William Butterworth Foundation is dedicated to leveraging its strong heritage and valuable resources to actively support artistic, charitable, cultural and educational endeavors that enhance the quality of life for individuals and families in the greater Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for 1) quality educational and cultural events; 2) tours for local, national, and international visitors; and 3) meeting space for non-profit organizations valued at over \$400,000 annually.

Position Summary

The Seasonal Grounds Worker, under the supervision of the Grounds Supervisor, performs proactive, efficient grounds maintenance in a manner that does not interfere with programming events; assists with indoor projects and room set-ups; ensures the safety of staff and visitors; and fosters good guest relations.

Salary Status: Hourly, Non-exempt, seasonal

Salary Range: \$8.75/minimum

Reports to: Grounds Supervisor

Supervises: None

Work Schedule: 20 – 40 hours per week, May – November (depending on employee availability and seasonal grounds needs); no more than 640 hours per year

Job Duties:

- Mow all properties, plant and weed flower beds, water plants, trim hedges, rake leaves etc.
- Paint lawn furniture, trellises, etc.
- Set up/tear down tables and chairs, etc. for group meetings and move furniture, as needed.
- Assist with William Butterworth Foundation public programs, as needed.

Workplace culture – work proactively and strategically to promote a positive organization culture.

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first; supporting fellow staff members/team, second; and placing individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House.
- Help visitors find the resources they need or locate an event they wish to attend.
- Work alongside staff at all Foundation community events.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Seasonal Grounds Worker. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Ability to lift 50 pounds, to stoop or bend over for extended periods, to climb ladders, and to crawl on hands and knees.
- Valid driver's license.
- Ability to pass a background check in the areas of sexual offenses and driving records, as well as to pass a drug test.
- Knowledge of small machinery, mowers, and tools.
- Basic knowledge of grounds maintenance and gardening (some past work experience preferred).
- Ability to push lawn mower for 4 to 6 hours a day.

Working Environment

- Outdoor exposure to all environmental and weather conditions (heat, direct sun, rain, insects, etc.).
- Potential contact with lawn chemicals, gasoline, oil, fertilizer, insect repellent.

JOB DESCRIPTION ACKNOWLEDGMENT

I have received, reviewed and fully understand the job description for the position of Seasonal Grounds Worker. I understand that I am responsible for the satisfactory execution of the essential job duties, as described. I also understand that my job may change on a temporary or regular basis according to the needs of WBF.

Employee's Signature

Date