Part Time Senior Services Assistant

Bellaire-Puritas Development Corporation is in need of a part-time senior services assistant. The senior services assistant will be responsible for lawn mowing, snow blowing and gutter cleaning at clients’ homes using hand tools or power equipment. This position will also be responsible for neighborhood clean-ups on public property throughout the service area, and will have other duties as assigned.

**Hours:** Part time as needed year round, approximately 15-30 hours per week. Occasional weekend & evening hours.

**Requirements:**
- High School Diploma (or GED or High School Equivalence Certificate); Over 1 year, up to and including 2 years
- Landscape experience preferred
- Driving required – able to be on insurance
- Ability to regularly lift and/or move up to 20 pounds

**Essential Duties and Responsibilities:**
- Operate vehicles and powered equipment such as mowers, snow blowers, electric clippers, weed whips and pruning saws
- Mow or edge lawns, using power mowers or weed whips
- Shovel snow from walks, driveways or parking lots and spread salt in those areas
- Care for established lawns by mulching, trimming or edging around flower beds, walks or walls
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge or brush trimmers
- Prune or trim trees, shrubs, or hedges, using shears or pruners
- Gather and remove litter. General neighborhood clean-ups including litter, debris & brush removal
- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fencing, or benches, using hand or power tools
- Provide proper upkeep of sidewalks, driveways, parking lots, planters or other grounds features
- Assist with set up & tear down of events

Send resume by email to: apply@bpdc.org. No phone calls please.