JOB OPENING

Job Title:  Seasonal Senior Neighborhood Assistant

Reports to:  Senior & Neighborhood Services Coordinator

FLSA Status:  Non-Exempt

Summary:  Landscape or maintain grounds of clients, public and facility property using hand or power tools or equipment.

Essential Duties and Responsibilities:

- Operates vehicles and power equipment, such as mowers, snow blowers, electric clippers, weed whips and pruning saws.
- Mows or edges lawns, using power mowers and weed whips.
- Shovels snow from walks, driveways, or parking lots and spread salt in those areas.
- Cares for established lawns by mulching, trimming or edging around flower beds, walks, or walls.
- Uses hand tools, such as shovels, rakes, pruning saws, hedge or brush trimmers.
- Prunes or trims trees, shrubs, or hedges, using shears or pruner.
- Gathers and removes litter.
- Maintains or repairs tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Provides proper upkeep of sidewalks, driveways, parking lots, planters, or other grounds features.
- Performs all other duties as assigned.

This is a summer seasonal job that is needed in the months of May, June, July and/or August.

To apply please send an email, letter or call Judy Schafrick at 216-671-2710 x221 for an application. Email: J.Schafrick@bpdc.org.