



## REAL Volunteer Job Description

# Project Assistant REAL Outdoor Maintenance/Gardener

### **Purpose of the role**

- To maintain grounds surrounding the REAL DEAL store

### **Location**

- At the REAL DEAL store, Smiths Falls

### **Duties and responsibilities**

- Lawn mowing on regular (bi-weekly) basis, gardening, weeding
- Clean up litter surrounding property
- Clean walkways, steps of snow
- Rain barrel and composter maintenance
- Salt, sand walkways as needed

### **Time requirements**

- Minimum two hours per shift
- Minimum two shifts per month for lawn cutting and litter pick up
- As needed for snow removal
- Year round

### **Skills and qualifications**

- Capable of physical activity
- Ability to lift
- Willingness to perform job when needed

### **Benefits**

- Increase safety of REAL DEAL building
- Improved appearance and functionality of REAL DEAL building
- Physical fitness
- Be part of environmental movement

### **Orientation and training**

Provided by REAL DEAL store manager, board designee and/or volunteer co-ordinator

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures

### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed



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### **Supervision**

- Takes direction from and reports to REAL DEAL store manager

### **Safety Considerations/Precautions**

- Safe lifting,
- Operation of lawn cutting equipment
- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010

Date reviewed/revised: