



Position Title: Grounds Assistant

Reports to: Grounds Department Supervisor and/or Physical Plant Director

Appointment: Full-time, salary

POSITION SUMMARY:

The assistant will be working side-by-side with his supervisor, student workers, and fellow co-workers to maintain the grounds and ensure the college campus remains aesthetically pleasing to the eye, while being functional and safe to navigate.

TASKS:

Assisting the department supervisor as needed in maintaining the grounds through mowing and spraying. Designing, installing and nourishing landscape features. Insect and rodent control. Removal of trash on the campus grounds and keeping roads and parking lots clear of debris. Being available to assist during storms or bad weather. Tree removal when necessary. Regular cleaning of gutters, downspouts and storm grates.

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

Proficiency in:

- Outlook, Word, Excel, various computer skills—compiling any useful data for future service
- strong customer service skills—agreeable personality for working with all people
- Organizational skills to make efficient use of work hours

EXPERIENCE & EDUCATION: High School diploma.

PHYSICAL REQUIREMENTS:

Must be able to stand or sit for extended periods of time, capable of lifting a minimum of 25 pounds, the capacity to climb ladders and able to operate heavy equipment

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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