

# JOB DESCRIPTION – LAMPOST BASKET FLOWER REMOVAL CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Basket Flower Removal Chair, including coordinating volunteers, removing plants in the fall, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

*Lampposts are reflected on the attached diagram and numbered on each lamppost at the park side bottom.  
Garden Club Shed lock combination is 2-12-30.*

## COMMUNICATIONS – by September 1<sup>st</sup>

- **PLANT REMOVAL DAY** – Obtains date from Garden Club President
- **LIFTS** – Schedules one lift to assist on Planting Day. Verbally confirms date prior to event  
(Recent lift owners include Richard Gump 419-341-4333, Scott Market 419-304-2056, and Mike McCabe 419-631-1110)
- **TRUCKS** – Schedules one islander's truck to assist on Planting Day. Verbally confirms date prior to event  
(Recent truck owners include Joan Booker and Bob Smith)

## FALL FLOWER REMOVAL DAY

- Instructs volunteers on removal procedure, including:
  - Chairman**..... Pick up 2 buckets and garden gloves from Garden Club shed and brings shovel and broom to Park
  - Lift Crew**..... Unhook baskets and hands to Ground Crew
  - Ground Crew**..... Removes stays and bands them  
Dump soil, flowers, and diapers into pick-up truck.  
**NOTE: Coco liners are attached to and REMAIN with baskets.**
  - Truck Crew**..... Discard diaper, and remove plastic liner and give plastic and basket to Basket Crew  
Discard flowers and soil at 2<sup>nd</sup> driveway west of PIB Township Hall on Trenton Road (Township owned)
  - Basket Crew**..... Store banded stays in Garden Club shed.  
Spread baskets and plastic on lawn by Garden Club shed.  
When dry, separate baskets requiring repair.  
Store baskets in shed, inserting dryer sheet in each basket.  
Sweep shed and close for winter.

## ADMINISTRATIVE DUTES

- Develops and maintains list of volunteers
- Provides report to Garden Club President, noting issues
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

