

# JOB DESCRIPTION – LAMPOST BASKET FLOWER REMOVAL CHAIR



Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

## RESPONSIBILITIES

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

- **PLANT REMOVAL DAY** – Obtains date from Garden Club President
- **TRUCKS** – Schedules one islander’s truck to assist on Flower Removal Day. Verbally confirms date prior to event (2022: John Leopold and Tom Thanasiu took flowers to their yards.) (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 blower 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 DUTIES

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

