

JOB DESCRIPTION – LAMPOST BASKET WATERING CHAIR

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

RESPONSIBILITIES

CHAIRMAN DUTIES

- Reviews previous year's schedule, contacts volunteers, and prepares current schedule
- Places Lamppost Diagram in Watering Golf Cart
- Assures fertilizer is purchased
- Prepares Watering Instructions with Golf Cart and Flower Advocate Chairs and provides tutorial to waterers

VOLUNTEER DUTIES – Lamp post Watering Instructions

- Assures that hose pole is fully secured on Watering Golf Cart before leaving shed
- Uses existing Committee-approved equipment only
- Waters flowers SLOWLY BY Partially turning water lever on and watering flowers SLOWLY and around perimeter of basket to completely water flowers and to prevent soil erosion
- Fertilizes baskets on Tuesdays
- Turns pump and hose switches off
- Fills water tank completely at DeRivera Park Bathhouse BEFORE returning Watering Golf Cart to shed, using special key that is attached to the hose pole to turn on the water
- Returns golf cart to shed and moves watering hose pole to allow for it to fit into shed
- Charges golf cart battery by plugging charger into golf cart, assuring that charging light is lit
(If red Power light is off, ask Service Department to plug in extension cord.)
- Notifies Golf Cart Chair if repairs are necessary

For Assistance, Calls or texts (in order)

Candy Baker 440-708-8176

Barb/Doug Mehling 419-285-5792

John/Peggy Leopold 419-345-2835

Jean Hilt 419-349-5501

Kathy Schrader 440-773-5413

Cart Repair (Calls above assistance numbers first)

Carlos Roca 567-201-0822 (M-F)

John/Peggy Leopold 419-345-2835 (S-S)

ADMINISTRATIVE DUTIES

- Develops and maintains list of lamppost basket watering volunteers
- Provides monthly reports (May - September) to Garden Club Board, noting issues and status of plants
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

