



### **Volunteer Job Description – Facility Support Assistant**

To discuss this position or apply to be a volunteer at the GDMBG, please contact Susan Cory, Volunteer Coordinator, 515-323-6293, [scory@dmbotanicalgarden.com](mailto:scory@dmbotanicalgarden.com)

#### **Position: Facility Support Assistant**

#### **Purpose:**

This position may help in a variety of ways but will most often assist to keep areas used by members and guests looking presentable, maintained and clean.

#### **Activities may include:**

##### Indoors:

- Washing doors and walls around entries  
(garden commons, head house, volunteer check-in, break room)
- Wiping off strollers and wheelchairs available in the front lobby
- Dusting the Iowa Prairie Exhibit in the North Gallery
- Wipe down donation boxes, trash and recycling containers
- Removing dust from the air vents in the conservatory monthly.
- Removing spider webs from railings on conservatory staircases.
- Wiping down conservatory staircase railings.
- Collect recycling from containers around building
- Spot carpet cleaning
- Changing light bulbs

##### Outdoors (as weather permits):

- Walk parking lot and outdoor gardens looking for litter. If trash cans are full, notify staff
- Sweep outdoor areas – front entrance, terrace to outdoor gardens, service door entrance and break room entrance
- Washing down benches
- Clearing boardwalk rails of cobwebs
- Clearing boxwood beds of cobwebs (outside of main outdoor garden entrance )
- Look for and report anything broken or vandalized

Pot washing: There is an on-going need for pot washing in the horticulture head house. The pots are quickly brushed clean of dirt, rinsed off in a disinfectant wash and set out to dry. This activity is important to curtail the spread of diseases and insects among plants. This activity is worked on sporadically by various volunteers. Please review need and assist as schedule allows.

**Equipment and cleaning supplies (anticipated):** Clorox wipes, all purpose spray cleanser (no bleach), rags, paper towels, magic erasers, soap and water, broom and long handled dustpan, bucket, rubber gloves and diluted disinfectant for washing pots.

**Time Commitment and Schedule:**

Giving attention to these items on a weekly basis would be ideal although assistance would also be accepted on an every other week basis as well. Volunteers would be welcome to break the list down and be on-site more often than once a week if that were better for them.

**Requirements:**

Ability to follow both written and oral instruction.

Ability to work in heat/sun of a greenhouse environment.

Ability to do repetitive tasks.

Some minor lifting may be involved (under 10 pounds).

A background check for volunteers will be conducted.

**Attire:**

Jeans, slacks or shorts, shirts or t-shirts that are in good condition and free of tears or stains. Closed toed shoes or sandals are acceptable. Sandals should also have a strap on the back (no clogs or flip flops).

Botanical Garden volunteer short-sleeved t-shirts are available to purchase at cost and can be purchased at the Garden Shop. Other logoed apparel is available periodically and sold at cost.

**Reports to:** Assistant Director of Facilities and Grounds

(updated 1.25.19)