

<b>Position Title</b>	Park and Garden Associate
<b>Reports to</b>	Park and Garden Manager
<b>Position Type</b>	Part-Time, Seasonal Non-Exempt

### Who We Are

Our Mission is providing a happy & safe environment where families & friends create a lifetime of memories. Sandy Pines is a seasonal member recreational community, RV resort & campground 30 miles southwest of Grand Rapids. The resort encompasses 813 acres with Lake Monterey, a 216-acre lake and an 18-hole golf course. There are 2,200 seasonal member sites including a 54-unit year-round condo complex, campsites, cabins, and seasonal park model rentals. Sandy Pines is committed to supporting, developing, and maintaining a quality Recreational Park benefiting its members, families, and their guests.

### Job Summary

The Park and Garden Associate will perform routine maintenance and repairs on rental golf carts, deliver product orders to member sites, and deliver and collect water softeners. They will communicate with delivery drivers to ensure orders are accurate and delivered to correct location.

### Duties and Responsibilities

- Assist with off-loading product deliveries (stone, mulch, etc.) and check for accuracy.
- Deliver and collect water softeners at beginning and end of season.
- Perform routine golf cart maintenance.
- Diagnose and repair out of commission golf carts.
- Deliver product orders to member sites i.e. stone, mulch, pavers, etc.
- Operate cash register and process sale transactions.
- All other duties as assigned.

### Qualifications

- Must be 18 years of age or older.
- Must have a valid driver's license.
- Knowledge of golf cart maintenance and repairs required.
- Experience operating motorized yard equipment (tractor with front end loader, dump truck, etc.) required.
- Must be able to multitask and work with shifting priorities.
- Strong decision making and problem-solving skills.
- Ability to work a variety of hours including holidays, evenings, and weekends during season (April 16-October 13).

### Working conditions

Fast-paced environment in season (April-October). This position involves working in both indoor and outdoor environments in all weather conditions. It requires the employee to walk on uneven and various surface types throughout the day including, but not limited to, grass, dirt, sand, pavement, cement, and tile. This position involves frequent and repetitive bending, standing, stooping, and lifting.

#### **Physical requirements**

- Must be able to frequently walk, stand, and sit for long periods of time.
- Must be able to frequently lift, push, pull, and move 35 lbs.
- Must be able to occasionally lift, push, pull, and move 70 lbs.
- Must be able to lift, push, pull, and move 35 lbs. or more repetitively i.e., bags of mulch.
- Must be able to frequently bend, squat, reach, and twist.

#### **EEO Statement**

Sandy Pines is an Equal Opportunity Employer. We are committed to equal employment opportunity without regard to age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by applicable federal, state, or local laws.