

Job Description



Title/Position: Seasonal Groundskeeping Assistant (Summer Position)

Department: Maintenance

Reports To: Environmental Services Manager

Days/Hours: Approximately 50/pp; Typical work schedule during daytime hours; some flexibility may be required based on weather and facility needs.

FLSA Status: Non-Exempt

Wage Scale: \$16-\$22

Reviewed: 3/30/2026

JOB SUMMARY:

Appleton Area Health is seeking a reliable and motivated Seasonal Groundskeeping Assistant to help maintain the appearance and safety of our campus during the summer months. This position supports the Facilities Department with routine groundskeeping and outdoor maintenance tasks. The role is ideal for individuals who enjoy working outdoors and contributing to a welcoming healthcare environment.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
 - Confidentiality of all data, including resident, employee, and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
 - Cooperate and work together with all co-workers; plan and completes job duties with minimal supervisory direction including appropriate judgment.
 - Use tactful, appropriate communication in sensitive and emotional situations.
 - Follow up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
 - Promotes positive public relations with residents, family members, and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Valid Driver's License
- Ability to work independently and follow instructions
- Comfortable working outdoors in varying weather conditions
- Ability to perform physical labor, including lifting, walking, bending, and standing for extended periods
- Basic knowledge of groundskeeping equipment is preferred but not required
- Dependable, punctual, and safety-conscious

ESSENTIAL FUNCTIONS:

- Mowing lawns, trimming, and edging grassy areas
- Weeding and maintaining flower beds and landscaped areas
- Collecting debris, litter, and yard waste from grounds
- Watering lawns, trees, and plants as needed
- Assisting with minor exterior maintenance projects
- Safely operating and maintaining groundskeeping equipment and tools
- Following all safety procedures and infection control guidelines
- Performing other related duties as assigned by Facilities staff

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING			X	
WALKING			X	
SITTING		X		
REACHING ABOVE SHOULDERS			X	
REACHING AT WAIST LEVEL			X	
REACHING BELOW KNEE			X	
CLIMBING		X		
LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS		X		
CARRY WAIST LEVEL > 50 LBS		X		
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS		X		
PUSHING/PULLING >150 LBS		X		
WRITING		X		
HEARING				X
SQUAT/KNEELING			X	
REPETITIVE ACTIONS			X	
KEYBOARDING		X		
DRIVING			X	
SPEAKING				X

SEEING/VISUAL					X
PHYSICAL ENVIRONMENT					
X	NOISE		FUMES/GASES	X	CHEMICALS
X	HEAT/COLD		HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS	X	DIRT
X	MOVING MACHINERY		RADIATION		LASERS
X	VIBRATION	X	WET/HUMID ENVIRONMENT		WORK INSIDE
X	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____