

AVCG
Grounds Crew Description, Responsibilities and Tasks
2018-2020
Updated 1/4/2019

Purpose:

The Grounds Crew was established in 2012, in response to the need to maintain the common areas by AVCG garden members. If each member of the crew weeds his /her assigned area, the effort and time involved will be easily manageable.

Goals:

Maintain the common areas by eliminating weeds.

Maintain the common areas by leveling and spreading decomposed granite (DG).

Current Crew Members: 1 coordinator, 30 members each assigned a portion of the common areas.

Coordinator Responsibilities:

- Communicate with AVCG Officers and Steering Committee concerning budget and ongoing needs of the crew.
- Communicate assignments to crew members.
- Complete inspections—near the end of the month with follow-up on unweeded areas.
- Communicate with Crew members about results of inspections.
- At the end of the month, report accomplishments and any issues to the Officer Mentor, who shares the information at the monthly Steering Committee meeting.

Tasks:

Annually:

- Check DG levels in common areas and determine the need for additional DG.

As required:

- Communicate with new members assigned to the crew.
- Rainy season planning for extra weeding /raking.

Crew Member Responsibilities:

- Communicate concerns or ideas to coordinator.
- Complete assigned weeding /raking tasks in a timely manner.

Tasks :

Monthly:

- Weed /Rake common areas.
- Report equipment or tools that are broken or lost.