

# Culverhouse Community Garden Jobs for 2018-2019

## **Volunteer Managers: Three**

### **Volunteer Assistant Managers – Areas of Oversight**

- Communications
- Mowing team
- Landscaped area
- Orchard

### **Volunteer Managers' Jobs**

- a. Maintain the water system
- b. Assign plots and label with names
- c. Give orientations and tutorials
- d. Oversee garden operations
- e. Monitor plot/path maintenance
- f. Communicate by e mail with gardeners
- g. Ensure mulch supply
- h. Post items to bulletin boards
- i. Maintain plot and path measurements
- j. Update the CCG Operation Manual and the Water System Manuals
- k. Maintain Garden Resource Book.
- l. Prepare garden for hurricanes
- m. Provide opportunities to gardeners for Community Work hours,
- n. Prepare budget and submit to County Garden Program Coordinator
- o. Communicate with the Park Department.

### **Everyone's Job**

- a. Weed all paths, vacant plots, and common areas as needed.**
- b. Carry away non-compostable trash and heavy stalks/root balls
- c. Conserve water
- d. Replace consumable items such as harvest bags, vinyl gloves, newspapers, paper towels
- e. Keep the gate locked, carry a cell phone, keep Tetanus shot updated
- f. Have fun

## Specific Jobs

Specific jobs are associated with an area or a function. Managers supervise the various functions, organizing work parties when needed. *Please feel free to choose more than one job.*

### 1. Water system:

- a. Test pH/algae level, add vinegar or chlorine as needed
- b. Filter: Change pressure pump filter regularly or when buzzing
- c. Battery maintenance -monthly
- d. Maintain water system components: Hoses, faucets, isolation valves
- e. Blue barrels: clean tops of barrels, keep filled
- f. Siphon pumps - repair or replace as needed

### 2: Mowing/edging/plot measurements/fence/mulch/ant control:

- a. Mowing Team
- b. Weekly weed trimming with power trimmer
- c. Perimeter path: Power edging
- a. Plot corner stones: Measure & verify plot dimensions, raise stones with sand/or dirt, repaint tops
- b. Maintain chicken wire attachment to fencing
- c. Treat flagged ant nests, maintain supply of ant control material
- d. Mulch pile(s): Keep sprawl to minimum, remove sticks to County pick-up pile, maintain vehicle gate sill

### 2. Compost:

- a. Concrete bins: build and turn piles
- b. Compost plots: 6, 37, 53, 62: Two-person teams: One forms and turns piles, add signs, One weeds around piles, maintains paths
- c. Manure wagon: unload and clean tarp: Compost team members
- d. Collect coffee grounds

### 4: Landscaped and Mulched Common Areas:

#### Entry:

- a. Outside: shell path and mulched bed to left/right of gate
- b. Entry/picnic table area: Weed/mulch
- c. Sink triangle area and Plumbago bushes triangle area
- d. Brick path: add new bricks, reset raised bricks

### **Northwest Patio corner:**

- a. All bromeliad areas: weed/mulch
- b. Palm tree boot trimming
- c. Avocado tree maintenance
- d. Grapes maintenance
- e. Grape arbor area maintenance – weed/mulch
- f. All mulched area – keep weeded/renew mulch

### **Center of garden:**

- a. **Lily plots and liriope arched beds:** Keep weeded/renew mulch:  
Plots 81 and surrounding plaza  
Plot 83  
Plots 85 and 86  
Plots 87 and 88  
Plots 89 and 90  
Plots 91 and 92  
Plots 94
- b. **Pollinator flower plots 93 and 95:** weed, replant as needed

### **Miscellaneous Areas:**

- a. Plot 5 and outer path: Weed & mulch
- b. Plot 80 and outer path: Weed, mulch
- c. South East corner: Weed/mulch
- d. Trimming dead palm fronds
- e. All brick/paved patios/terraces vinegar weed control

### **Orchard and Fruit Trees:** Tree owners maintain own trees and surrounding area.

- a. Provide guidance in pruning
- b. General weeding/mulching
- c. Trimming trees on the Park side of fence to allow sun in

### **South Tool Shed:**

- a. Tool and wheelbarrow maintenance: Sharpen as needed; tighten nuts and bolts, inflate tires
- b. Terrace stones; reset and add sand when needed
- c. Shed: Keep tidy-tools, cabinet, floor, and Appreciation Board
- d. Bushes/fence behind shed: weed, trim

**North Maintenance shed:**

- a. Shed plaza and gate and its sill: weed/mulch
- b. Back of shed and Composting bin system: Keep all stored items tidy and weed/mulch behind bins

**Clerical: Managers**

- a. Send Garden Messages
- b. Straw purchase/delivery: Promotion, collect \$, arrange delivery in early June
- c. Record Community Hours: End of month totals to managers
- d. Maintain a supply of forms, paper towels, harvest bags, promo bookmarks for the *Take One* box outside gate
- e. Conduct tours of the garden
- f. Set up picnics and promote event

**Friends of CC Garden:**

Chairperson, Treasurer, and Advisory group