

JOB DESCRIPTION

JOB TITLE: Maintenance /Groundskeeper

JOB CODE: MNTG-N

Exempt: No

Supervisor: INSERT NAME

Employee Name: INSERT EMPLOYEE'S NAME

SUMMARY: Responsible for the effective, efficient, and safe maintenance, renovation and upkeep of parish and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned.

- Assures the church and other parish buildings are maintained in a clean and orderly manner.
- Assures the grounds are maintained in a clean and safe manner. Duties include mowing, water and edging lawns, ice and snow removal, weeding, pruning, and raking on a seasonal basis.
- Provides general assistance as needed in preparation for functions to be held in the church building. This may include setting up tables and chairs, hauling and moving items, etc.
- Assures the collection and disposal of trash and garbage.
- Maintains inventory of supplies.
- May perform minor carpentry, plumbing, painting, and repair of church property.
- Maintain logs on boilers, inspections, and fire equipment.
- Ensure that bathrooms are clean and have sufficient supplies

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: High school graduate with three to five years maintenance experience

OTHER SKILLS AND ABILITIES: Experience in minor repair work, ability to lift 50lb, able to honor and maintain confidentiality, ability to provide own transportation for job-related responsibilities and on-call availability for emergencies.

Approved: _____
Employee Date

Supervisor

Date