

POSITION DESCRIPTION: GROUNDSKEEPER (Part-Time Nonexempt)

PURPOSE: To perform maintenance and care of primarily the outside grounds of Southminster Presbyterian Church.

ACCOUNTABILITY: The Groundskeeper reports to the Property Manager.

WORK WEEK: This seasonal position is for an average of up to 10 hours per week, generally from April through September. A time sheet will be recorded by the Groundskeeper, submitted to the supervisor, and turned in to the Financial Secretary weekly.

BENEFITS: Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Provide general clean-up of the outside grounds of the Church. Other duties will include light-duty trimming of plants, weed control, and watering of gardens, lawn, and plants. Additional duties may include mulching grounds as well as painting and general repairs of the property and other duties as directed by the Property Manager.
2. Assist the Property Manager both inside and outside the Church building when additional manpower is needed.

POSITION REQUIREMENTS:

- Have a valid Ohio driver's license.
- Be able to lift and carry at least 50 pounds.
- Be able to work effectively and efficiently with staff and with lay leadership.

RELATIONSHIPS: The Groundskeeper is a member of and relates to the staff, especially the Property Manager, and works closely with the Building and Grounds Committee.

EVALUATION: A performance review will be conducted at the close of the season.

APPROVED: April 12, 2010

SIGNED BY INCUMBENT:

_____ Date: _____