



# SAINT HENRY

*Parish*

## GROUNDSKEEPER

### I. IDENTIFYING INFORMATION

**Position Title:** Groundskeeper  
**Status:** Part time, 12-18 hours per week  
**Reports to:** Director of Administration

### II. PRIMARY FUNCTION OF THIS POSITION

The groundskeeper provides a variety of services such as mowing, mechanical repair and general maintenance at St. Henry's church, parish office, catechetical center and cemetery.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Maintains parish properties including grass cutting and trimming
- Responsible for performing required landscaping and gardening services
- Responsible for minor repairs at parish facilities
- Provides janitorial support services to staff
- Provides administrative direction to related volunteers
- Provides equipment repair and preventative maintenance where possible
- Coordinates with contractors involved in work at the cemetery

### IV. POSITION SPECIFICATIONS/REQUIREMENTS

#### A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have knowledge of grounds equipment operation
- Must have repair skills for minor equipment
- Must have ability to perform outlined tasks in required time
- Must be self-motivated and able to meet deadlines

#### B. EDUCATION, TRAINING AND/OR EXPERIENCE

Experience in lawn care, landscaping and construction preferred

### V. COMPENSATION & BENEFITS

- \$18-23 per hour
- flexible hours

**NOTE: Per Archdiocesan policy, minors under the age of 18 may not hold this position.**

Employees of St. Henry Catholic Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Henry Catholic Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VI. ACKNOWLEDGEMENT**

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**