**PERSONNEL POLICY GUIDELINES FOR PARISHES**

**JOB DESCRIPTION - GROUNDSKEEPER**

**I. IDENTIFYING INFORMATION**

**Position Title:** GROUNDSKEEPER

**Status:** Full time, Part time, Non-Exempt, Seasonal

**Reports to:** Business Manager or Maintenance Supervisor

**II. PRIMARY FUNCTION OF THIS POSITION**

The groundskeeper provides a variety of services such as gardening, mechanical repair and general maintenance.

**III. POSITION CONTENT**

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

* Provides seasonal services to maintain parish properties including grass cutting
* Responsible for performing required landscaping and gardening services
* Provides janitorial support services to staff
* Provides snow removal services when needed for all parish properties
* Provides administrative direction to related volunteers
* Provides equipment repair and preventative maintenance where possible

**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

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

None specifically required

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

NA

1. **WORKING ENVIRONMENT**
   * Exposure to climate changes, uncomfortable temperatures and fumes.
   * Works with machinery requiring considerable caution.
   * Works with machinery which may be loud and noisy.

**NOTE:** **Under Ohio law minors under age 16 may not hold this position.**

Employees of Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Catholic Church. 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.

**VII. 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**