

PARISH:

TITLE: *Groundskeeper*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Keeps the parish and the rectory grounds clean and attractive to enhance the image of the facility and to provide a suitable environment for staff, parishioners, students, and visitors.

II. ESSENTIAL POSITION DUTIES:

- A. Collects and removes litter from the grounds on a daily basis.
- B. Maintains grounds performing functions such as mowing, watering, pruning, fertilizing, planting, and leaf removal.
- C. Performs preventive maintenance and makes repairs to hand and power equipment used in the performance of duties.
- D. Evaluates grounds and makes changes for their improvement.
- E. Provides direction to visitors.
- F. Prepares cemetery plots for burial and performs ground restoration tasks.
- G. Maintains records of equipment cost and usage.
- H. Performs other duties as may be assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____