

Job Description

Title: Grounds Keeper/Maintenance Assistant

Employee Class: Full Time

FLSA Status: Non-Exempt

Reports To: Maintenance Supervisor

Classification: Administrative

PRIMARY PURPOSE

Careful and meticulous upkeep of the grounds around the St Luke Campus is important in reflecting the beauty and passion of those who call St. Luke their extended home. This position provides the detailed care and maintenance support necessary to ensure that inviting sense of beauty in the grounds and facilities of our church, school, Day Care Center, and Rectory. The Grounds Keeper will work independently and as directed by the Maintenance Supervisor to ensure the grounds are kept up in appearance, as well as support the Maintenance Supervisor in maintenance repairs to equipment and facilities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES*

1. Perform care and maintenance support of the landscaping grounds surrounding the St. Luke Catholic Church Campus, to include the Church, Parish Hall, Annunciation Catholic School, Child Care Center, and Rectory, to include general gardening services, grounds clean-up of trash, debris, and organic matter. Duties include water plants, sweep and clean sidewalks of leaves and debris every morning, maintain flowerbeds free of weeds, trim low-hanging tree limbs, pressure wash structures. (60%)
2. Conduct preventive maintenance and repairs of grounds equipment and small appliances, to include broken sprinkler heads, lighting fixtures, and general outdoor fixtures and facilities. Report malfunctioning equipment and unsafe conditions to the Maintenance Supervisor. (20%)
3. Apply pesticides, fertilizer to plants to rid of pests, and enhance plant growth. (10%)
4. Clean outside ground-level windows. (10%)
5. Support Special Events as needed throughout the week, to include occasional support outside normal work hours.
6. Conduct continuous survey of church Campus grounds for maintenance attention needed. (Continuous).
7. Adhere to the Maintenance Supervisor's Scheduled Maintenance Tasks

*Other duties may also be assigned

EDUCATION: High School Diploma

EXPERIENCE: Two years' experience in landscaping and grounds maintenance is desired. Supervisory experience at any level is a plus.

CERTIFICATION: Valid Florida Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to be self-motivated and self-directed while also being able to work as a team-member to get work done efficiently and effectively;
- Ability to use power tools and hand tools efficiently;
- Ability to balance multiple priorities and meet deadlines;
- Ability to be effective in the use of resources including time, talent, finances, etc.;
- Ability to maintain confidentiality in all matters;
- Must be able to work flexible hours including weekends for events as required;
- Commitment to the mission and values of St Luke Catholic Church.

PHYSICAL SKILLS AND ABILITIES: Physical demands of this position require ordinary ambulatory skills sufficient to perform all tasks listed above. Must be able to lift, carry, and move weights of 50 pounds. An ability to drive a pick-up truck (not provided), and/or pull a 20-foot trailer with the employee's own vehicle is a plus.

WORKING CONDITIONS: Work is generally performed outdoors, with a small degree of indoor support needed as directed by the Maintenance Supervisor. While there is minimal potential for exposure to safety and health hazards related to this work, precautions are necessary at both the employer's and employee's discretion to minimize risk of injury.

St. Luke Catholic Church is dedicated to the formation of joyful, intentional disciples of Jesus Christ through Word and Sacrament, scholarship, and service. St. Luke Catholic Church has an excellent benefit package for full time staff to include medical, dental, vision, paid vacation and holidays.

TO APPLY: Interested candidates should email their resume to the Parish Office at office@stlukesparish.org

A review of applications will continue until the position is filled. The position is subject to final administrative approval.

St. Luke Catholic Church does not discriminate in employment opportunities, practices or the terms and conditions of employment based on race, color, sex, national origin, age, disability, or any other characteristic protected by federal, state or local law.

St. Luke Catholic Church is a Eucharist-centered parish, loving God, serving others, and transforming the culture by our witness to the Gospel, in the way we live our lives, and generously share our gifts.