



POSITION: Groundskeeper

STATUS: Non Exempt

REPORTS TO: Facility Manager

DATE: July 2023

Position Summary: Maintain cleanliness and functionality of school facilities and grounds through routine cleaning, maintenance, waste disposal and mowing.

Required Spiritual Qualities

It is expected that the Groundskeeper will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the Groundskeeper will:

- Possess evidence of adequate background, skills and experience as determined by the Supervisor.
- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Required Personal Qualities

It is expected that the Groundskeeper will:

- Sign and live by the School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be servant-hearted & willing to assist others.
- Work hard and fulfill responsibilities of the position without the need for constant supervision.
- Be able to meet the physical demands of the position as outlined on the Physical Requirements of This Position grid or negotiate reasonable accommodations with Supervisor.

Essential Job Functions - Accountabilities

Spiritual Accountabilities

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.

Academic Leadership

- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Support building staff, principal & teachers with tasks to support student learning.

Principal Duties

- Maintain the exterior grounds
- Assist with snow removal & salting of sidewalks and parking lot
- Sweep & vacuum floors upon request
- Clean restrooms, common areas, offices and large gathering spaces upon request
- Dispose of waste
- Assist with unloading of deliveries and transport of items to appropriate room
- Help with set up & tear down for special events & school initiatives
- Wash windows and wipe high-traffic areas
- Assist with assembly of new furniture & equipment
- Complete general maintenance of building and equipment at school facilities

Minimum Requirements:

- Two or more years of general maintenance experience
- Ability to prioritize and respond to needs in a timely manner
- Self-starter and ownership of assigned duties
- A passion for working in a dynamic, child-centered environment

Working Relationship and Scope: Reports directly to the Facility Manager. Works closely with all school staff members, students & families.

Acknowledgement: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date