



Christ the King Passionist Retreat Center

POSITION DESCRIPTION

POSITION TITLE	Lead Groundsman
REPORTS TO	Executive Director
TENURE	Part Time to Full Time

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith based organization nestled on 29 acres, in the center of Citrus Heights, CA. Our mission, in the spirit of the Passionist Charism, exists to promote personal reflection and spiritual growth of all who come according to their needs by creating a safe, welcoming and prayerful environment and providing ministries of inspiration, education, and guidance.

PRIMARY OBJECTIVE OF THIS POSITION

To maintain the appearance and usefulness of the grounds of our Retreat Center which will allow a comfortable space for our guests.

KEY WORKING RELATIONSHIPS

Executive Director, Operations Specialist, Maintenance Technician, Community Superior, Development Coordinator, Events and Hospitality Coordinator

DUTIES:

- Working knowledge of basic maintenance of equipment
- Keep track of materials, supplies and inventory lists
- Develop and prioritize schedules for various tasks
- Mow and edge the lawns, as needed
- Keep grounds clean of leaves and debris
- Maintain all plants, trees, shrubs, and flower beds (including weed control)
- Monitor, repair and install irrigation systems and timers, as needed
- Regularly empty outside trash cans, and inside trash cans, as needed
- Maintain the fountains around the grounds
- Any additional grounds clean up, as needed
- Oversee and coordinate garden volunteers

OTHER DUTIES:

- Assist the maintenance and housekeeping staff, when required
- Help with the set up for all events and visiting groups
- Inform staff of any suspicious activity on the grounds e.g. trespassers, homeless, camp sites
- Performing other duties as requested

PERSON SPECIFICATION

Hard working, multi-tasker, organized, flexible and good communicator
 Knowledgeable and proficient with operating groundskeeping equipment such as tractors, mowers, blowers, and other types of groundskeeping equipment
 They will be a team player keen to promote the Center in the wider community
 Be accessible to supervisor via a cell phone
 Be aware of chemical and herbicides as they are used in the garden
 Work cooperatively with other staff
 A general understanding of landscaping planning and maintenance

OTHER CONDITIONS

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check.
 All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.
 All staff are required to familiarize themselves with the direction of the Staff Handbook.
 During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Christ the King is a small, not for profit organization which requires all employees to multi task and often assist in areas outside of their usual domain.

Print name	Signature	Date
EMPLOYEE:		
MANAGER:		