

Diocese of Sacramento

JOB DESCRIPTION

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| PARISH: BQCC-Palo Cedro | POSITION STATUS: F/T Temporary |
| POSITION: Grounds Maintenance | SCHEDULE: 6:00am-2:30pm |
| CATEGORY: Non-Exempt | |

SUPERVISOR: Judy Harvey/Tiffany Eilhardt

Job Summary: This position is responsible to keep outdoor areas clean, beautiful, and orderly. It includes activities such as pruning, landscaping, and mowing. In addition, this position is responsible for providing routine cleaning and maintenance of the grounds. It is the objective to ensure the facility is a clean and safe environment. This job may lead to a permanent full-time position.

Essential Functions:

1. Keep all grounds in clean and sanitary condition.
2. Perform routine cleaning and maintenance of the property
3. Call contractor for repairs as needed.
4. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Landscaping and irrigation knowledge.

Skills / Knowledge: Working knowledge of working lawn equipment and understands use and care of cleaning materials and equipment. The ability to perform heavy physical labor with the exposure to climate and temperatures changes. Has the ability to work cooperatively with others and follow oral and written directions. Must have the ability to work and relate to a variety of personalities and cultures. Must be able to work near or around children and pass a backgrounds check.