

**JOB DESCRIPTION**

**JOB TITLE:** Maintenance /Groundskeeper

**LOCATION:** Christ The King Retreat House | Syracuse, NY

**JOB CODE:** MNTG-N

**Exempt:** No

**Supervisor:** Executive Director

**Employee Name:**

**Employment Status:** Part-Time, 24 Hours

**SUMMARY:** Responsible for the effective, efficient and safe maintenance, renovation and upkeep of the Retreat House and grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Assures the Retreat House and grounds are maintained in a clean and safe manner. Duties may include mowing, water and edging lawns, ice and snow removal, weeding, pruning and raking on a seasonal basis.
- Provides general assistance as needed in preparation for functions to be held at the retreat house. This may include setting up chairs, setting up tables, hauling and moving items, etc.
- Ability to perform minor carpentry, plumbing, painting and repair of property.
- Maintain and develop relationships with various contractors for major and seasonal repairs.
- Monitor and consult Executive Director on renewal of licensing for equipment throughout the property.
- Keeps inventory of supplies and orders as necessary.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent preferred.

**OTHER SKILLS AND ABILITIES:** Experience in minor repair work, ability to lift 50lb, able to honor and maintain confidentiality, ability to provide own transportation for job-related responsibilities and on-call availability for emergencies.

**Approved:** \_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date