BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title:	**Groundskeeper**
Department:	Facilities
Job Classification:	Part-time
Approved by:	Facilities Director / Campus Pastor

ROLE

The Groundskeeper maintains the parking lot, driveways, sidewalks, ramps, lawns, hillsides & all landscaping needs at a campus. Carpet cleaning, floor care, and other janitorial duties or special projects as needed.

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All grounds are neat and in order. Projects are done on time and with excellence.

RESPONSIBILITIES

- Access Google docs to see what the Facilities Director is prioritizing each week
- Snow removal and keeping walks and parking lot clear during winter months
- Landscaping and completing outside projects during spring, summer, and fall months
- Pick up all trash and sweep all areas around the building as needed
- Maintain railings, awnings, fences, and other structures as needed
- Fill out own time sheet
- Communicate with Facilities Director on any repairs of equipment, any days that will be missed, or purchases necessary
- All other duties as assigned by Facilities Director or Campus Pastor

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Flexible schedule with availability to be called in due to inclement weather
- Enjoys working outdoors
- Proficient in Google Docs and Sheets
- Basic understanding of landscaping and snow removal equipment
- Self-starter who is able to keep grounds at a very high standard without constant supervision
- Maintain a high level of excellence in your work habits and quality of work performed
- Maintain a teachable attitude
- 3+ years of custodial or landscaping experience preferred

REPORTS TO

Facilities Director with a dotted line to Campus Pastor