

# JOB DESCRIPTION



CHRIST CHURCH  
EPISCOPAL

Job Title: Grounds Assistant  
Hours: 22 hours per week (Hourly)  
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina  
Date Revised: October 30, 2017

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## **Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this part time position (30 hours per week) is to enable others to obtain a closer union with God.

The Grounds Assistant will support the work of the Grounds Manager. The duties of position will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

## **Reporting Relationships**

This position reports to the Grounds Manager.

## **Other Key Relationships**

Internal: Rector, Facilities Staff, Church Staff, Vestry, Parishioners

External: Grounds department vendors/suppliers

## **Position Description**

The Grounds Assistant has responsibility for:

1. Assisting the Grounds Manager in the maintenance and upkeep of Christ Church properties
2. Maintaining positive working relationships with the staff and parishioners
3. Ensuring the safe and proper upkeep of grounds equipment and church vehicles
4. Assisting with campus safety and emergency protocols as necessary
5. Assisting the Grounds Manager with special projects or parish events
6. All others duties as assigned by the Rector, Grounds Manager, or their designees

## **Required Competencies/Experience**

- Heavy lifting
- Landscaping and lawn care experience, including weed-eating
- Minimum of Class D Driver's License
- 12 months of Landscaping Experience

## **Personal Qualities**

- Lives into his/her faith
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to getting the job done
- High comfort level working in a fluid environment
- Strong adherence to confidentiality and managing sensitive information
- Must pass drug screening and background check

## **Typical Weekly Schedule**

- Monday-6:30 am to 12:30 pm
- Tuesday-6:30 am to 12:30 pm
- Wednesday-7:30 am-12:30 pm
- Thursday-7:30 am-12:30 pm
- Friday-6:00 am-12:30 pm