

St. Paul Lutheran Church, Sheboygan Falls

MINISTRY POSITION: Grounds Maintenance Worker

REPORTS TO: Director of Church Administration

DATE: September 2011

MINISTRY: Building and Grounds

REVISED BY: Stefanie Trakel

TEAM MINISTRY:

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. Paul's Ministry responsibilities may change as the needs of the congregation change.

We expect our entire Leadership team to be constantly seeking the Lord's "vision" for our congregation. Our Lord has commanded us to "Go, making disciples of all nations...baptizing...and teaching them to obey (Christ)..." (Matthew 28:19-20). The people of St. Paul Lutheran Church, praying for God's guidance and strength to fulfill His command, have adopted this Mission Statement: "As friends of God through Jesus, empowered by the Sprit, we are Connecting People to Christ by sharing His love in word and action everywhere we are".

POSITION PURPOSE:

The purpose of this year-round position is to maintain the grounds of St. Paul Lutheran Church for an attractive and inviting presence and to provide sidewalk snow removal during the winter. Duties include but are not limited to lawn maintenance, installation of trees and shrubs and maintaining mulch on the landscape beds, litter pickup and equipment and shed maintenance. Also during the winter the responsibility is for sidewalk and emergency exit snow removal to provide a safe atmosphere surrounding our facility.

REPORTING RELATIONSHIP:

- Reports to the Director of Church Administration.
- No subordinates report to this position.

ESSENTIAL FUNCTIONS:

- Installation and maintenance of trees, shrubs and landscape beds.
- Mowing and repair of the lawn when appropriate.
- Litter pickup and general inspection of grounds.
- Shoveling sidewalks and emergency exits as needed. Purchase and spread salt when appropriate. Coordinate snow removal company for parking lot snow removal.
- Maintain grounds equipment and shed, including preventative maintenance.
- Provide light general maintenance to the interior and exterior of the building.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position.

- Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- At a minimum, a high school diploma or equivalent is required.
- Good communication and teamwork skills.
- Obtain pesticide applicators license if certification is required.
- Ability to work independently with minimal supervision and make decisions with good judgment.

MENTAL/PHYSICAL REQUIREMENTS:

- Must be able to lift 50 pounds.
- Must be able to stoop, bend, kneel, sit for prolonged periods and work in all types of weather.
- Operates all equipment necessary to perform the job.