



Position Description –International Headquarters

Date	May 22, 2019
Title	Temporary Grounds Maintenance
Education Requirements	High School diploma or equivalent
Experience Required/Desired	No experience required
Immediate Supervisor	Grounds Specialist
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: Click here to enter text.</i> <input type="checkbox"/> Part Time (under 20 hours per week)

Summary of Position	The temporary Grounds Maintenance position is a full-time position for a period of 6 weeks. This position includes providing maintenance and upkeep of the Community of Christ International Headquarters outside grounds and related property including flowerbeds, lawns, bushes, courtyards, parking areas, etc. Staff must make economical use of supplies, take proper care of tools and equipment, keep up with work demands and be independent.
Essential Functions	<ol style="list-style-type: none"> 1. Trims shrubs and trees to insure uniformity, neatness and general good appearance. 2. Keeps parking lots and sidewalks free of trash, debris and other potential hazards. 3. Responsible for grounds maintenance equipment being kept in good working condition. Fluid levels are checked before each time of use. Preventative maintenance will be completed at recommended intervals. 4. Maintains the workshop in a safe, clean and organized manner. 5. Maintains regular, reliable and consistent attendance at the work place.
Competencies/Skills	<ol style="list-style-type: none"> 1. Functional Skills 2. Integrity and Trust 3. Timely Decision Making

	4. Priority Setting 5. Time Management 6. Self-Starter
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Overtime Status	<input type="checkbox"/> Ministerial position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
