

The Church of Saint Andrew
Job Description
Seasonal Groundskeeper (Mid-April through Mid-October)
Part-time, Weekly Schedule Variable (TBD)

General Purpose: The Groundskeeper works closely with the Sexton, Parish Administrator, Rector, and other parish staff in maintaining the historic churchyard, cemetery, and surrounding grounds so they are consistently attractive and well-maintained.

Reporting Relationship: The Groundskeeper reports directly to the Parish Administrator and is ultimately accountable to the Rector.

Job Responsibilities

Daily Responsibilities:

Mowing the historic churchyard and surrounding grounds
Trimming around headstones in the historic cemetery and surrounding grounds

Periodic Responsibilities:

Spring and fall clean-up of all parish grounds
Exterior painting
Seasonal clean-up of churchyard and cemetery
Seeding, raking, and general outdoor grounds maintenance
Assisting the sexton with special projects
Maintaining parish lawn maintenance equipment
Performing burial of cremains in the pet cemetery
Other groundskeeping/maintenance duties as required

Education Required

High school diploma or equivalent

Experience Required

One to three years

Required Skills

Sensitivity and consideration of historic property
Attention to detail
Ability to work independently with minimal supervision, anticipating needs
Polite, hospitable, and patient demeanor with parishioners, guests, and visitors
Ability to be non-reactive in times of change or crisis
Flexibility and adaptability to quickly changing circumstances
Ability to work collaboratively and problem-solve
Ability to accommodate a flexible schedule to include evenings and weekends

A current valid driver's license and reliable transportation