



Christ the King Passionist Retreat Center

POSITION DESCRIPTION

POSITION TITLE	Facility and Grounds Worker
REPORTS TO	Maintenance Tech-Lead/ Groundsman
TENURE	Part time to Full Time, Hourly \$15.50-\$18.00 depending upon experience

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith based organization nestled on 29 acres, in the center of Citrus Heights, CA. Our mission, in the spirit of the Passionist Charism, exists to promote personal reflection and spiritual growth of all who come according to their needs by creating a safe, welcoming and prayerful environment and providing ministries of inspiration, education, and guidance.

PRIMARY OBJECTIVE OF THIS POSITION

To maintain the appearance and usefulness of the buildings and grounds of our Retreat Center which will allow a comfortable space for our guests. Primary responsibility will be to provide support to maintenance and grounds projects led by the Maintenance Tech-Lead and grounds staff.

KEY WORKING RELATIONSHIPS

Executive Director, Operations Specialist, Maintenance Technician-lead, Groundsman, Community Superior, Development Coordinator, Events and Hospitality Coordinator

DUTIES:

Building Work:

- General maintenance of light fixtures, faucets, and toilets
- Develop and prioritize schedules for various tasks, repairs and renovations
- Move and relocate office furniture; make adjustments to desks, chairs and files (as needed)
- Support roof maintenance, inspect conditions of roofs, clean gutters and drains, (as needed).
- Provide support in repairing locking systems on doors, files, and cabinets.
- Requisition building maintenance supplies, material and equipment; monitor inventory; load and unload supplies.
- Collect and transport hazardous waste including batteries and fluorescent tubes.
- Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Work on various painting projects (as needed).

Grounds Work:

- Working knowledge of basic maintenance of equipment
- Keep track of materials, supplies and inventory lists
- Develop and prioritize schedules for various tasks
- Mow and edge the lawns, as needed
- Keep grounds clean of leaves and debris
- Maintain all plants, trees, shrubs, and flower beds (including weed control)
- Monitor, repair and install irrigation systems and timers, as needed
- Regularly empty outside trash cans, and inside trash cans, as needed
- Maintain the fountains around the grounds
- Any additional grounds clean up, as needed
- Coordinate with garden volunteers

OTHER DUTIES:

- Assist the grounds and housekeeping staff, when required
- Help with the set up for all events and visiting groups
- Inform staff of any suspicious activity on the grounds e.g. trespassers, homeless, camp sites
- Performing other duties as requested

PERSON SPECIFICATION

Hard working, multi-tasker, organized, flexible and good communicator.

Knowledgeable and proficient with general building maintenance, plumbing, carpentry, painting, electrical work, heating, ventilation and cooling systems.

They will be a team player keen to promote the Center in the wider community.

Be accessible to supervisor via a cell phone.

Work cooperatively with other staff and independently in the absence of supervision.

Able to schedule preventive maintenance services, operate a variety of hand and power equipment in a safe and effective manner.

OTHER CONDITIONS

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check.

All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.

All staff are required to familiarize themselves with the direction of the Staff Handbook.

During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Christ the King is a small, not for profit organization which requires all employees to multi task and often assist in areas outside of their usual domain.