



Mar-Lu-Ridge Job Description

Title: Part-time Groundskeeper & Maintenance (seasonal – April to November)

Primary Functions: The Part-time Groundskeeper directed by the Executive Director, will support the ministry and fulfill the mission of Mar-Lu-Ridge through the day-to-day operations, particularly grounds supervision and upkeep. This is a highly visible position that directly impacts our guests and campers, and a high standard for quality is essential.

Principles:

- A desire to show hospitality and welcome to all while supporting the mission of MLR; MLR welcomes and accepts all people, of all backgrounds

Grounds:

- In coordination with the Facilities Manager, directly responsible for the upkeep of MLR grounds, including mowing grass, removing leaves, trail maintenance, grounds-related repairs, etc
- Maintain grounds and facilities in safe condition and good repair;
- Maintain an attractive appearance of facilities and grounds;
- Maintain equipment, tools, and machinery in good operating condition;
- Assist with cleaning and grounds prep;
- Keep roads, trails, and driveways in good operating condition and repair
- Help execute Work Days and volunteer services;
- Assist with routine checks of the water and other systems to ensure safe use, as needed;
- Appliance inspection and repair (vacuums, mowers, shop vacs, small engines)

Administrative:

- Maintain adequate inventory of equipment, tools, machinery, and supplies to maintain facilities and grounds, within budgeted constraints;
- Keep all equipment, tools, machinery, and supplies in a secure environment and properly labeled;

Direction/Guidance Received:

- Works under supervision of the Facilities Manager;
- Works in direct communication, partnership, and cooperation with other members of the MLR staff, especially other maintenance staff and volunteers.

Minimum Qualifications:

- Education: High School diploma or equivalency required
- Experience: Be at least 25 years of age; experience in grounds keeping is ideal
- Skills: Good communication and written abilities desired. Must be able to work well with others, and be able to communicate effectively. Self-motivated, able to work with little supervision, attention to detail, desire to show MLR at its best;

- Physical: Excellent health and capable of meeting the strenuous physical requirements of the job (outdoors in heat/cold, move across various types of terrain, lift up to 50 lbs); health examination required.
- Other: Valid driver's license; personal vehicle; references required; Four point background check required.