



Position Description –Lake Doniphan Conference and Retreat Center

Date	April 2021
Title	Grounds Keeper
Education Requirements	High School Diploma/GED and one year of college/university preferred
Experience Required/Desired	Experience operating a zero-turn lawn mower, small engine equipment (chainsaws, weed eater, etc.), and tractors. Experience mixing fuel for small engines and the proper use of safety equipment (gloves, eye protection, etc.) preferred.
Immediate Supervisor	Lake Doniphan Executive Director
Employment Status	<input checked="" type="checkbox"/> Full Time Seasonal (40 hours per week) <input checked="" type="checkbox"/> Part Time Seasonal (20 hours or more per week) <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>The Lake Doniphan Leadership Program provides participants with an opportunity to develop interpersonal, professional and life skills in a unique camp setting. Leadership Program participants will learn and work in multiple areas of camp, conference and retreat management. The assignment will vary each day and week, depending on the needs of the camp, and the skills of the participant.</p> <p>Training, certification and responsibility will focus on Grounds Upkeep and Maintenance. Specific responsibilities may include office and guest support, landscape maintenance, small engine maintenance/care, inventory, sanitary/safety requirements, etc. Staff may live on site during summer season, May – August. Meals will be provided when Lake Doniphan provides meals for groups.</p>
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<p>Scheduled responsibilities may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Provide excellent customer service as one of Doniphan’s on-site liaisons to guests and visitors. 2. Check all maintenance equipment prior to use, including all tractors, mowers, weed eaters and other grounds equipment.

	<ol style="list-style-type: none"> 3. Responsible for the daily care, maintenance, and improvement of Lake Doniphan's grounds. 4. Keep the grounds clear of tree limbs and debris while mowing and trimming. (walk each area before you mow) 5. Responsible for garden care (weeding, watering, etc.) 6. Responsible for watering grass and trees via sprinklers. 7. Clean, service and maintain all camp lawn care equipment. 8. Clean out the lawn mower decks after each use. 9. Clean and organize the shop. 10. Maintain inventory of all materials in the shop. 11. Ensure that all hazardous materials such as gasoline, weed killer, and oil are kept in their appropriate places and appropriate containers. 12. Maintain all camp hiking trails. 13. Spray sidewalks, paths, and firepit areas for weeds. 14. Rake lily pads from ponds / help execute a system for water weed control. 15. Maintain all camp fences and signs. 16. Report any malfunctioning equipment to the Executive Director. 17. Report any supplies needed to the Executive Director. 18. Stock firewood and clean firepits/fireplaces as needed. 19. Trim trees in mowed areas and along the driveway as needed. 20. Use proper safety equipment when operating machinery. 21. Evaluate current season and make recommendations for the next season. 22. Attend staff meetings as scheduled. 23. Other duties as assigned, which may include cleaning, painting/staining, and small repairs.
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>Required</p> <ol style="list-style-type: none"> 1. First Aid Certification, training will be provided. 2. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills. 3. An attitude of service to the customer that reflects patience, kindness and gracious hospitality to all. 4. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously. 5. An attitude of flexibility and adaptation to changing situations. 6. Ability to lift 50 lbs.
<p>Supervisory Responsibility</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Grade <i>(To be filled out by Human Resource Ministries)</i></p>	<p>N/A</p>



Community of Christ

Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Please complete the following statement and sign:

I, _____ have read the job description, understand and will do my very best to fulfill the above responsibilities of a Grounds Keeper for Lake Doniphan's Summer Leadership Program. I do give _____/ I do not give _____ my permission to use photos of myself in promotional materials for Lake Doniphan.

Signature _____ Date _____