

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Seasonal Assistant Groundskeeper**

LOCATION: Mankato

DEPARTMENT: Buildings and Maintenance

GENERAL STATEMENT OF DUTIES:

This full-time seasonal position exists to assist the groundskeeper in maintaining the health and beauty of Good Counsel Hill. Must be available Monday – Friday from mid-April through September.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assist in the execution of landscape projects under direction of the groundskeeper
- Assist with all seasonal grounds work such as mowing, trimming, weed control, garden plot preparation and related landscape work
- Assist with cemetery grounds, grave site preparations and maintain burial equipment
- Complete projects in a professional manner and leave area clean and orderly
- Clean and service grounds equipment regularly and follow preventative maintenance schedules
- Advise the groundskeeper of any potential grounds problems or breakdowns
- Perform other tasks as assigned by the groundskeeper or building and maintenance director
- Maintain an orderly shop and work area at all times
- Follow safety procedures
- Attend workshops, in-services and Hill employee meetings as required

EDUCATION AND EXPERIENCE:

- High school diploma or GED
- Work experience in landscaping or related field with experience in lawn care

KNOWLEDGE, SKILLS & ABILITIES:

- Must be able to lift 75 lbs.

WORKING CONDITIONS:

Employee will be required to work outside, with possible exposure to heat, cold, and inclement weather. Employee must be able to reach overhead, stoop, stand, bend, sit, kneel and squat for

extended periods of time. Employee will also be exposed to fumes or airborne particles, moving parts, potentially contaminated materials, and loud noise.

EQUIPMENT:

Tools will be supplied by School Sisters of Notre Dame. Including commercial lawn mowers, chain saws, skid steer, trucks, leaf blowers, leaf vacuum, tillers, hand mowers, weed whips, pruning shears and various hand tools.

JOB TYPE: Full-time seasonal Assistant Groundskeeper. Must be available Monday – Friday from mid-April through September.

If you are interested in this position please complete an application.

If you have questions contact:

Rachal Depuydt, Human Resources

507-389-4288

rdepuydts@ssndcp.org

Nikki Chicos, Human Resources

507-389-4289

nchicos@ssndcp.org