

Whitewater Crossing Christian Church Lawn & Grounds Associate Job Description

General Description:

The Lawn & Grounds Manager will serve as a member of the Facilities Team.

The Lawn & Grounds Manager will be responsible for the appearance of the church property to our members and guests, and providing them a safe and secure visit while at our facility.

The Lawn & Grounds Manager must be a Christian and see this work as a ministry which supports the overall mission and vision of WCCC.

This position is Part Time, 16 hours per week.

Specific Responsibilities:

- Able to work with a flexible schedule, due to climate conditions and seasonal needs.
- Monitor all parking lots for cleanliness, debris clear, and trash dumpster enclosure.
- Monitor the parking regulations under the portico. Advise of the fire department's requirements, or issue advisory notification of the vehicle in violation.
- Report all individuals wandering the grounds or damaging any church property to the Director of Facilities.
- Advise the Director of Facilities of any damaged or unsafe conditions throughout the church property.
- Be familiar with, and assist other facility operations, and provide a cooperative effort to facilitate the needs of activities at the church.
- Document all security, safety, or medical occurrences on an Incident Reporting Form, and submit the copy to the Director of Facilities immediately.
- Review church schedule for grounds/property usage, including Special Events.
- Ensure that the facility night & security lighting is fully operational.
- Manage the maintenance & repair of the church property investments (paving, signage, and other)
- Manage the Snow Removal contract.
- Responsible for sidewalk cleanliness and safety.
- Manage the church equipment repairs (lawn mowers, tractors, vehicles, and other small equipment).
- As a member of the staff, work to build, improve, and maintain good relationships with the other staff members.
- Continue to develop personal character, competency, and team chemistry as a Christ-like leader.
- Be an intentional, significant force in leading, equipping, recruiting, and monitoring the ministry and ministry leaders serving.
- Oversee measurable yearly goals for the groups for which responsible.
- Other duties as assigned.

Reports to: Director of Facilities

Manages:

Lawn Cutting Teams
Acquire fuel & parts for lawn equipment
Equipment Maintenance Team
Snow Removal Team - sidewalks
Snow Removal Contractor

Coordinates with:

Facility Maintenance Team, as needed
Special Event Leaders

Job Skills

- *Leadership:* Motivate, coordinate and collaborate with volunteer teams.
- *Communication:* Regularly communicate with staff, and work with ministry leaders to make sure the job gets done with excellence in a timely and cooperative manner. Being able to clearly explain what needs to be done will be necessary.
- *Interpersonal:* Utilizing soft skills to interact effectively with coworkers and customers, and build relational equity.
- *Technical:* Familiar with standard concepts, practices, and procedures within relevant fields.
- *Analytical:* Must look at a lot of different information and make decisions based on needs and budget concerns.
- *Attention to Detail:* Quality control is a large part of a facilities associate's job. Making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered, is key.

Other Requirements

- Work weekends and evenings when needed
- Minimum 1-year of experience in the field or in a related area
- Proven team-building experience
- Valid Driver's License
- Acceptable Background Check
- Whitewater Crossing Member
- Continue to develop personal character, competence and team chemistry as a
- Christlike leader
- Other duties as assigned

Desired Spiritual Gifts

- Leadership
- Service/Helps