

**JOB DESCRIPTION**  
Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**POSITION:**                   **Grounds Helper**  
**DEPARTMENT:**           Facilities  
**SUPERVISOR:**             Manager, Maintenance Grounds  
**CATEGORY:**               Non-exempt, Seasonal, full-time  
**JOB CODE:**

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**MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to provide a special place and an enriching program in a living, learning, Christian environment to enable people to grow in God through Jesus Christ.*

**OBJECTIVE OF JOB**

Maintain Flowerbeds and Greenhouse in a clean and attractive manner.

**ESSENTIAL JOB FUNCTIONS**

1. Plant, prune, and maintain all flowerbeds.
2. Keep the Greenhouse neat and clean.
3. Help set up bonfires and barbecues at the riverfront.
4. Keep the grounds clean and in good appearance.
5. Work closely with guests, group/seminar directors, volunteers and other staff members.
6. Be qualified to drive a Mo-Ranch vehicle on public roads as well as Mo-Ranch property.
7. Perform other duties as may be assigned by the Director of Facilities.
8. This position requires regular and dependable attendance as an essential function of the job.

**SUPPORTIVE FUNCTIONS**

1. Assist other maintenance personnel with construction projects, plumbing and normal maintenance projects, when needed.
2. Learn new maintenance procedures and skills.
3. Pickup and deposit the trash in a clean and sanitary manner.
4. Participate in on-call availability for maintenance and emergency requests and needs of guests, groups and management.

**QUALIFICATIONS**

1. Ability to read, speak and understand English well.
2. Experience in the safe and proper use of scaffolding and ladders.
3. Ability and willingness to do a variety of jobs under little or no supervision.
4. Ability to readily learn, understand, and apply general maintenance procedures and upkeep.
5. Willingness and ability to participate in on-call availability, and able to respond to such calls on Mo-Ranch.
6. Ability to work well with others, including volunteers and guests of Mo Ranch, as well as other staff members.
7. Ability to drive a Mo-Ranch vehicle and maintain such driver certification and eligibility as required by the insurance carrier.
8. Willingness to accept other assigned duties.
9. Ability to lift, carry, and push a minimum of 50 pounds, occasionally 100 pounds.

10. Ability to stand, walk around, and remain on one's feet for prolonged periods of time.

11. Experience with and knowledge of grounds maintenance is preferred.

**Grooming & Uniform**

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

**Work Schedule**

Must be available to work weekends and holidays, and be flexible with working hours.

**OTHER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By:

\_\_\_\_\_  
Date