



Job Description

TITLE:

Part-Time Summer Groundskeeper

QUALIFICATIONS

- Must be at least 18 years of age
- Ability to operate mowing and trimming equipment (training provided if needed)
- Willingness to work outdoors in various weather conditions
- Ability to lift up to 50 pounds and perform physical labor
- Reliable, punctual, and able to work independently or as part of a team
- Previous groundskeeping or maintenance experience is a plus but not required

REPORTS TO

Director of Building and Grounds

BASIC FUNCTION

The Part-Time Summer Groundskeeper is responsible for assisting with the maintenance and upkeep of district grounds during the summer months. This position plays a key role in maintaining clean, safe, and attractive outdoor areas across school district properties.

PERFORMANCE RESPONSIBILITIES

- Mow grass on school district grounds using riding and push mowers
- Perform string trimming and edging along sidewalks, fences, and landscaping features
- Assist with general grounds cleanup, including removing debris, trash, and fallen branches
- Maintain mulch and flower bed areas
- Support basic maintenance tasks as assigned
- Operate and maintain landscaping equipment in a safe and responsible manner
- Report any maintenance or safety issues to the supervisor promptly
- Follow all district safety procedures and guidelines

TERMS OF EMPLOYMENT

- Employment Period: Summer months (June–August)
- Work Schedule: Part-time, flexible daytime hours (as determined by supervisor)
- Compensation: Hourly wage; rate determined by the district
- The employee shall remain free of any alcohol or illegal substances in the workplace in conjunction with district policy.

EVALUATION

Performance of employment responsibilities will be evaluated annually in accordance with the provision of Board of Education policy on evaluation of administrative personnel.

Adopted – 4-8-2025