



Seasonal Buildings and Grounds Worker

Job Title: Seasonal Buildings and Grounds Worker

Ministerial Designation: Non-Religiously Qualified, non-exempt

Status: Temporary

Department: Buildings and Grounds

Reports to: Manager of Buildings and Grounds

Work Schedule: Monday – Friday, 7:00 am to 3:30 pm.

Prepared Date: 4/25/25

Summary: Participates in the Mission and Ministry of Tenacre by performing various, manual tasks including routine maintenance, gardening, and office tasks, working under the supervision of the Gardening and Maintenance coordinators for Buildings and Grounds.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Integrity and Ethics:

Acts with integrity, maintaining the highest ethical standards; is flexible and able to refocus quickly based on Tenacre's changing needs; is able to work with little or no supervision, given proper instructions; complies and consistently follows Tenacre's safety programs, procedures, and policies.

Team Player:

Works cooperatively and safely with others toward the accomplishment of a shared goal; willingly supports and follows decisions and instructions of a team lead or manager; willingness to learn.

Essential Duties and Responsibilities; other duties may be assigned

- Performs regularly scheduled preventative maintenance tasks
- Paints interior and exteriors of buildings
- Plants grass, flowers, trees, and shrubs; repairs fences, gates, walls, and walks
- Mows lawns and weeds outside garden areas, uses a line trimmer to cut weeds and trim grass around walks, flower beds, and walls; cleans drainage ditches, culverts, and lawns; removes litter
- Carries hoses and watering cans to water lawns, garden beds, shrubs, trees, and potted plants
- Opens pool and performs chemical tests, and maintains pool area in a clean and orderly manner
- Uses power washer to clean buildings, decks, walls, roads, etc.
- Supports other maintenance and gardening team members by shuttling tools and supplies and helping as needed

- Maintains tools, machinery, and shop in good condition and uses all tools carefully and as instructed
- Follows appropriate safety procedures when working with moving mechanical parts, chemicals, electricity, aerosols, ladders, and paints
- Performs basic office tasks as needed

Additional Responsibilities and Competencies

- Ability to perform vigorous physical tasks, both indoors and outdoors, in all types of weather conditions
- Ability to lift at least 80 pounds, using appropriate lifting techniques
- Knowledge of small and medium equipment operation and maintenance (tractors, mowers, line trimmers, power tools, etc.), preferred

Qualifications

To perform this job successfully, an individual must be able to perform each essential and additional duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Membership in The First Church of Christ, Scientist, in Boston, Massachusetts, preferred
- Demonstrated ability to read, write, and speak English fluently, which is understandable by staff, vendors, and public
- Basic knowledge of Microsoft Office software

Licenses, Registrations

- A valid state-issued driver's license is required.