



## Groundskeeper

### **School Description**

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### **Position Summary**

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is currently seeking a full-time groundskeeper to be part of the grounds team. This full-time, non-exempt position reports to the Supervisor of the Groundskeeping Department and is responsible for the day-to-day work related to the grounds on campus.

### **Description**

This role is responsible for keeping the grounds of Santa Catalina's 36-acre campus functionally and aesthetically sound. The groundskeeper maintains lawns, trees, shrubs, flowers, stair paths, retaining walls, and turf; keeps grounds free from trash, litter, debris, weeds, plant diseases, and harmful insects; and maintains equipment and supplies, ordering as needed.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Essential Responsibilities**

- Maintaining site landscaping
- Maintaining lawns, trees, shrubs, flowers, turf, and irrigation
- Trimming trees, hedges, and shrubs, preventing and eliminating weeds, and spreading mulch
- Operating and maintaining hand tools—such as loppers, saws, and shovels—efficiently



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- Operating and maintaining trucks and power tools
- Keeping grounds free from trash, litter, and debris, and emptying trash receptacles
- Conducting basic irrigation audits and performing basic irrigation repairs
- Helping to facilitate student drop-off and pick-up daily for the Lower and Middle School
- Assisting with parking control during large events at school

## **Other Responsibilities**

- Other duties as assigned

## **Qualifications**

- High school diploma or equivalent required
- 3-5 years of experience as a groundskeeper or in a related field
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Valid CA driver's license with a clean driving record

## **Competencies**

- Basic to moderate knowledge of sprinkler systems, gardening products, gardening techniques, and landscaping equipment
- Proficient in using manual and power tools safely
- Excellent communication and interpersonal skills
- Approachable and welcoming demeanor
- Ability to work as part of a team to accomplish tasks on a daily basis
- Great attention to detail
- Digital literacy including Google Workspace applications
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and confidentiality
- Understanding of the dynamics of a school community
- Commitment to professional growth and education

## **Supervisory Responsibilities**

- This position does not supervise other employees

## **Working Conditions and Compensation**

- This position works outdoors in direct sunlight and inclement weather conditions
- Ability to be physically active in order to access by foot or mobile cart any and all areas of campus and to attend meetings and other job-related gatherings



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- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Additional time may be required beyond a normal day or week for evening and weekend emergencies or events
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$20.00–\$26.00 per hour depending on experience

### **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

### **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact [employment@santacatalina.org](mailto:employment@santacatalina.org).