



Our Mission

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

Job Title: Groundskeeper

Organizational Relationship: Reports to Facilities Manager

Department: Operations

Location: Whispering Winds Catholic Conference Center, Julian, CA

Position Type: Full Time, Non-exempt plus benefits

Salary Range: \$15.50 - \$25 hourly

Overview:

The Groundskeeper supports the overall maintenance, cleanliness, ambiance and beauty of the campsite. This position performs routine maintenance duties outdoors and focuses on the cleanliness and care of the property.

Job Description:

- Maintain the cleanliness and safety of the property by routine inspection for and removal of litter and trash, or other routine labor and maintenance duties
- Perform minor repairs and maintenance procedures on equipment utilized in landscape maintenance
- Report unsafe conditions or work that create a safety issue to the supervisor immediately
- Perform different functions within the Facilities department, occasionally, based upon fluctuating demands of Whispering Winds
- Maintain compliance with Whispering Winds employee policies and procedures
- Maintain compliance with all state and federal laws and regulatory requirements
- Perform other duties as required

Qualifications:

- High school diploma preferred
- Minimum of two years of maintenance experience
- General knowledge related to the field of landscape maintenance
- Working knowledge of basic hand and power tools common to landscape duties of this position

Skills and Abilities:

- Exercise independent thinking and initiative
- Deal with complex situations or issues and make effective, timely and appropriate decisions
- Speak, read, and write proficiently in English. Excellent, professional written communication skills. Ability to speak clearly in face to face interactions; to articulate with accuracy on the telephone and through email. Excellent listening skills
- Excellent organizational skills; ability to multi-task and manage a variety of tasks
- Communicate the vision and values of Whispering Winds to both internal and external customers

Physical Demands:

- Must be able to do more strenuous activities such as working with heavy equipment
- High physical effort required. Ability to use up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently to lift and move objects. Requires some physical agility, including but not limited to: bending for items below or reaching for items above the individual; stooping, crouching, and climbing step stools or ladders
- Ability to work at heights up to 15 to 20 feet
- Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination

Work Environment:

- Works both indoors and outdoors (extreme hot and cold weather)
- Frequently exposed to moving mechanical parts
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration
- The noise level in the work environment is usually moderate to loud

Compliance and Risk Management:

- Maintain first aid and CPR certifications
- Maintain annual clear background check and review of child safety practices as required by Whispering Winds
- Conduct regular camp inspections with an emphasis on risk management and preventative maintenance
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations
- Coordinate with staff to monitor the safety of guest activities, buildings and grounds to minimize exposure to liability
- Ensure all Human Resource related policies and procedures are managed for the Facilities Department

Other Job Duties

- Attend staff meetings and special ministry events, some held off-site and on weekends
- Attend training and seminars

Miscellaneous

- Minimal travel to San Diego/reliable transportation required

Disclaimer:

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job. For more information on the organization, please visit whisperingwinds.org.