



ST. JOHN'S PREP

Facilities Groundskeeper

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

St. John's is a faith-based community grounded in and fortified by three main cultural priorities: recognizing all people as created in the image and likeness of God, embracing a habit of excellence grounded in a growth mindset, and empowering individuals to be unique expressions of God's love in the world. Strong candidates will embody the Catholic principles and Xaverian values that guide our institution to help foster a supportive and inclusive campus environment. For further information on how faith animates St. John's, please visit our [Statement on Xaverian and Catholic Identity](#).

Position Overview and Responsibilities

St. John's Prep is looking for an experienced facilities groundskeeper. Reporting to the Managing Director of Facilities, the facilities groundskeeper ensures the upkeep, cleanliness, and improvement of all grounds, athletic fields, grounds equipment, and buildings assigned.

This position is considered essential. Essential employees, when called upon, are expected to be on-site during emergency situations, including but not limited to snow storms and severe weather. This is a full-time, hourly, second shift staff position; work hours are generally 12 to 8 pm.

Responsibilities include:

- Follow all St. John's Prep policies and procedures.
- Operate and maintain lawn mowers and sweepers as well as power equipment used in ground work (sprayers, pruners, and trimmers) to ensure they work effectively and safely.
- Maintain flower beds and landscaping including laying bark mulch, weeding, edging, etc.
- Set up for athletic events including preparing fields, opening facilities (gates, grandstands, restrooms.)
- Maintain the appearance and functionality of all types of athletic and campus fields.

St. John's Preparatory School
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- Inventory grounds equipment and supplies.
- Maintain irrigation equipment and systems.
- Assist other persons responsible for grounds at all school locations.
- Maintain the building assigned for keeping storage supplies and equipment.
- Take the initiative in proposing improvements to grounds, including lawns, shrubs, trees, flowers, seeding, planting, and landscaping.
- Complete assigned work orders in a timely and complete fashion
- Follow safety guidelines when performing all tasks
- Partner to prepare rooms for events
- Report safety, sanitary, and fire hazards immediately to supervisor
- Interact thoughtfully and courteously with students, faculty, staff, and parents and resolve conflict in a professional manner
- Attend work regularly and be punctual
- Perform all other additional duties as requested

Skills and Competencies

- Time management skills: organizing, planning, and prioritizing
- Ability to multi-task and change direction easily
- Integrity and dependability
- Team player with a positive attitude
- Attention to detail
- Kindness and concern for others

Education and Experience

- High school diploma required or General Education Diploma (GED) or equivalent combination of education and experience
- Valid driver's license and MVR required
- Pesticide applicator license preferred
- Previous experience working in landscaping or grounds keeping and athletic field maintenance required

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.

- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit www.stjohnsprep.org.

Interested candidates are asked to apply via the online [Application for Employment](#) found on the Employment page of stjohnsprep.org. Candidates will need to upload a cover letter and resumé. Please, no phone calls.

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