

MACEDONIA BAPTIST CHURCH
MYRTLE, MISSISSIPPI
January, 2010
Job Description
Church Grounds Keeper

Principal Function: The grounds keeper is responsible for maintenance and upkeep of all church owned property and cemetery.

RESPONSIBILITIES:

1. Areas will be maintained as follows:

* Adjacent to church building weekly.

* Pastorium grounds every two weeks (or more as needed).

2. Grass will be cleaned from drives and sidewalks.

3. No more than four inches of 'Round Up' is to be sprayed around buildings, flowers, sidewalks, and tombstones.

LAWN/GRASS:

1. Mow or bushhog all grass on church property and cemetery as needed or otherwise instructed. This includes bushhogging the area across the ditch behind the Family Life Center and the area beside the parsonage two times (2) times a year or as needed.

2. Spray 'Round Up' on all fences and parking lots, including the rock and asphalt, as needed.

3. Weed-eat all areas around church buildings and grass areas as needed.

4. Clean and maintain flowerbeds and landscape.

5. Mowing the cemetery and trimming around the tombstones on an "as needed" basis or as directed by the Cemetery Committee. This includes the area below the cemetery road down to the ditch (area between Family Life Center parking and the woods).

6. Picking up and discarding dead flowers, wire frames, and residue after a burial and depositing said residue into the pond basin in new cemetery area.

7. Hauling off excess dirt and reshaping the grave after no more than 15 days following a burial.

8. Filling in sunken places in the cemetery and keeping the cemetery level.

9. Generally picking up dead limbs, trash, etc. and keeping church grounds and cemetery clean and free of all litter.

10. Bidder will provide all equipment and chemicals.

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The Macedonia Baptist Church Personnel Committee solicits bids for the position of Church Grounds Keeper for the three year period January 1, 2010 through December 31, 2013. Sealed bids must be submitted to the church office by the close of day on Tuesday, December 15, 2009.

Bids will be opened and reviewed by committee members. The position will be filled based on the best and least bid. The Personnel Committee reserves the right to reject any bid submitted.

In the event that the duties of Church Grounds Keeper are not being performed satisfactorily, the Personnel Committee reserves the right to review and follow-up.

I _____, with a clear understanding of the attached responsibilities and duties, do hereby offer the following bid:

_____ per month for one (3) years.

Signed _____

Date _____

Witness _____

**You may keep the attached sheet of duties and responsibilities for your own records and benefit if you so desire.