Sacred Heart Schools, Atherton (SHS) is seeking excellent candidates for the position of Groundskeeper. This is a full-time non-exempt position with duties scheduled over 12 months beginning immediately. The purpose of this position is to provide general facilities support for the Operations Department, be an active partner in keeping the campus looking fabulous while participating in the Sacred Heart community. Requirements include a minimum of three years of recent experience in a similar position and a high school diploma or equivalent. The successful candidate will demonstrate a willingness to “go the extra mile” to reach goals and a proven ability at managing multiple projects and meeting deadlines. The ideal candidate will also have a wealth of experience maintaining a variety of athletic fields and landscaped areas.

Organization Overview
Founded in 1898, SHS is a Roman Catholic, coeducational, independent school and is comprised of four divisions: SHS Preschool and Kindergarten, SHS Lower and Middle Schools for grades one through eight, and Sacred Heart Preparatory for grades nine through twelve.

Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 23 schools in the U.S. Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. The school's mission is to educate the whole child to be a leader who loves God and serves others.

SHS employs over 300 full- and part-time women and men with a strong commitment to diversity. Nearly 25% of the 1,000+ students are students of color; 30% of the student body receives need-based tuition assistance; many graduating seniors earn recognition in the National Merit Scholarship program; 100% of our graduates are accepted into four-year colleges.

Our Goals

**Intellectual**
Our goal is to develop in our students a life-long love of learning that impels them to become active, informed, and responsible global citizens

**Character**
Our goal is to develop in all members of our community the habits of mind and heart that are expressed through integrity, respect, compassion, gratitude, forgiveness and generosity

**Community**
Our goal is to build a Christian community that engages diversity in its many forms and that fosters reconciliation and collaboration among its members

Essential Duties:

- Performs the maintenance and care for school grounds and turf in athletic fields including but not limited to football, baseball and soccer fields
- Inspects flowers, shrubs, trees, lawns and turf for evidence of insects, fungi and other pests
- Coordinates with other staff who may assist in mowing or repair of sprinkler equipment
- Mows school grounds and athletic fields with hand and power mowers; prunes trees and trims hedges to promote growth and improve appearance.
- Applies fertilizers and weed control chemicals in compliance with law
- Maintains, repairs and connects sprinkling equipment and waters lawns, athletic fields, and flower beds
- Adjusts and repairs such equipment as lawn mowers, sprinklers, and lawn equipment
- Handles emergency situations that might occur
- Other duties as assigned by Physical Plant Manager
• Contribute positively to team, morale maintaining a positive, pleasant demeanor
• A clear commitment to the mission of the school as articulated in the Goals and Criteria of Sacred Heart Schools

Qualifications:
• High School diploma or equivalent
• A minimum of three years of experience in a similar position, preferably at an independent school
• Proficiency maintaining various types of landscaping and athletic fields
• Proven ability to work equally well as a team and individually
• Demonstrated excellent attendance and punctuality
• Must be available to work occasional overtime on evening and weekend events
• Ability to apply common sense understanding and to carry out instructions furnished in written or oral form
• Ability to communicate effectively with all constituents in a school environment. Conversant in Spanish preferred

Physical Requirements and Work Environment
• Regularly operates a variety of power tools and equipment
• Regularly stoops, crawls, kneels, push, pulls and reach
• May climb ladders including to roof tops
• Be able to regularly lift up to 70 lbs. while using proper lifting techniques
• Regularly uses close and distance vision
• Works in a wide variety of environments as found in all areas of the school

Employment
The advertised position offers competitive compensation. SHS has a policy of making health and welfare benefits available to employees based on the length of assignment and subject to the plan parameters, including medical, dental, Life & LTD, vision, 403(b) retirement plan and more.

To Apply
We encourage all qualified applicants to apply by doing the following:
Please apply online by sending a resume and a cover letter to hr@shschools.org.
We respectfully ask that you DO NOT contact any administrator directly

You MUST indicate Groundskeeper 2015 in the subject line of the e-mail.

Or, you may mail your resume to:

Sacred Heart Schools
150 Valparaiso Avenue
Atherton, CA  94027
Attention Human Resources: Groundskeeper 2015

Submissions will be reviewed on a rolling basis.

Pre-employment background screening is required for all positions.

For more information on Sacred Heart Schools, Atherton, please see our website at: http://www.shschools.org.

Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.