

<b>JOB DESCRIPTION</b>
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**Groundkeeper and General Maintenance**

**POSITION QUALIFICATIONS**

1. A demonstration of a personal relationship with Jesus Christ and the Three Angel's Messages as revealed in Revelation 14:6-12 and the living out of the principles of health reform in the life as described in the Bible and Spirit of Prophecy.
2. An understanding of the purpose and mission of M.E.E.T. Ministry in light of the Three Angel's Messages.
3. A knowledge and understanding of the Biblical principles governing Christian ministries and businesses as well as administrative skills.
4. Must possess integrity consecration, intelligence, industry, energy and tact.
5. Must be at least 25 years of age.
6. Must have a general knowledge of maintaining well kept grounds, facilities and vehicles.
7. Must be in agreement with the doctrinal position of M.E.E.T. Ministry.

**SPECIFIC AREAS OF RESPONSIBILITY**

1. To assist the maintenance supervisor in maintaining the grounds, facilities and vehicles.
2. To keep the lawn mowed and trimmed as well as clean of removable fallen dead trees in close proximity of facilities. Clean gutters and keep the vinyl siding free from mildew by pressure washing.
3. To keep the wells supplied with salt and other filtering materials necessary for their proper function.
4. To check vehicles fluids, keep washed, clean and filled with gas weekly. (truck and passenger van.)

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5. To check propane tanks monthly at the following locations: (1) Administrative Office (Bldg #480), (2) Cobb's (House #443), (3) Green House, (4) Pate's (House #429)
6. To empty garbage into the trash containers for the weekly AM pickups.
7. To maintain a clean and orderly workplace environment of all buildings, storage areas and grounds.
8. To attend all general staff meetings.
9. To keep the Administration informed of the status of the areas of responsibilities as well as Preventative maintenance.
10. To work in other areas of the ministry as the need arises.
11. To follow the procedures as delineated in the procedure book for M.E.E.T. Ministry.
12. To keep ministry business, health guest information and other delicate, personal or proprietary information confidential.

**ACCOUNTABILITY**

The general maintenance and groundskeeper is primarily accountable to the Personal Assistant and the Director.