



Christ the King Passionist Retreat Center

POSITION DESCRIPTION 2026

POSITION TITLE	Groundskeeper starting at \$25 per hour
REPORTS TO	Maintenance Manager
EMPLOYMENT STATUS	Full-Time, or Part-time may be considered

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith-based organization nestled on 29 acres in Citrus Heights, CA. Our mission, rooted in the Passionist Charism, is to promote personal reflection and spiritual growth for all who visit the center. We aim to create a safe, welcoming, and prayerful environment, offering ministries of inspiration, education, and guidance tailored to the needs of our guests.

ABOUT THE POSITION

The Groundskeeper helps care for the beautiful grounds of Christ the King Passionist Retreat Center so that guests, retreatants, staff, and visitors experience a place that is welcoming, peaceful, safe, and well cared for. This is a hands-on position for someone who enjoys outdoor work, takes pride in a job well done, and values being part of a cooperative team.

PRIMARY RESPONSIBILITIES

- Care for lawns, plants, trees, shrubs, roses, and landscaped areas, including mowing, edging, pruning, and weed control.
- Monitor, repair, and install irrigation systems and timers as needed.
- Keep pathways and outdoor areas clean and orderly using blowers and other grounds equipment.
- Clean and maintain fountains and regularly empty and maintain outdoor trash cans.
- Maintain landscaping tools, supplies, and materials, and let the Maintenance Manager know when items need repair or replenishment.
- Work alongside staff and volunteers on landscaping and grounds projects.
- Assist in preparing and arranging rooms for retreats, meetings, and group events.

WORKING TOGETHER

Because Christ the King is a small nonprofit retreat center, teamwork and flexibility are important. From time to time, the Groundskeeper may be asked to help maintenance or housekeeping staff and assist with other reasonable needs of the Center.

- Report safety concerns or suspicious activity on the grounds promptly to administration.
- Work cooperatively and respectfully with staff, volunteers, guests, and members of the Passionist community.

WHAT WE ARE LOOKING FOR

- Reliable, responsible, and able to work independently while also being a good team member.
- A practical understanding of landscaping, horticulture, and grounds maintenance.
- Knowledge of the safe handling and application of chemicals and herbicides used in grounds maintenance.
- A valid driver's license.
- English speaking required
- A willingness to support the welcoming and spiritual mission of Christ the King Passionist Retreat Center.

SAFETY AND EMPLOYMENT REQUIREMENTS

- Successful completion of the required Diocesan background check.
- Follow the Retreat Center's health and safety policies and all applicable environmental and safety requirements related to grounds maintenance.
- Become familiar with and follow the Employee Handbook and the Retreat Center's policies and procedures.