

1. POSITION DESCRIPTION

The Grounds Person/Maintenance Officer reports directly to the General Manager. The role delivers optimum services to residents and clients by:

- Maintaining the gardens of the facility and the gardens of the village residents who have relinquished responsibility for their gardens;
- Contributing to the maintenance of facility buildings including village units ensuring a safe and attractive environment; and,

2. JOB SPECIFICATIONS

A Personal Attributes

- Reliable and punctual.
- Maintains harmonious interpersonal and working relationships with staff and clients.

B. Skills and Abilities

The Appointee will be required to demonstrate:

- Effective interpersonal and communication skills with:
 - Residents and their families and
 - Other employees of Cabanda Care.
- Organisational skills and the ability to prioritise tasks;
- Ability to work in a small team environment;
- The ability to support a safe home-like environment within the facility;
- The ability to safeguard the dignity and privacy of the residents;
- Current knowledge of personal and environmental hygiene;

C. Qualifications and Experience

The following are essential:

- Current Qld Drivers Licence
- Current First Aid certificate
- Willing to obtain a criminal history check
- Knowledge of Workplace Health and Safety Principles
- Experience and/or qualifications in minor maintenance to buildings and equipment
- Experience and/or qualifications in garden maintenance, mowing and weed control
- Be able to work in a team environment
- Communication, negotiation and conflict resolution skills
- Ability to work autonomously or as a member of a small team

3. ACCOUNTABILITY

To: The General Manager

For: Ensuring policies and procedures are followed in relation to maintaining the gardens, grounds and buildings of the facility in a safe and attractive condition.

4. RESPONSIBILITIES

- Maintain gardens including:
 - Controlling weeds; and,
 - Landscaping.
- Carry out minor repairs and maintenance to building fixtures, garden furniture and garden equipment when required;
- Notify the General Manager or WHSO of repairs that require specialist trades attention;
- Carry out duties in a safe manner;
- Ensure equipment and poisons are in a safe state of repair and safe storage place;
- Manage garbage disposal by ensuring wheelie bins are placed on kerb for weekly pick-up and returned after refuse collected;
- Manage a planned and systematic approach to maintaining gardens.
- To participate in performance appraisals at the end of probation and then annually.
- To express a responsible attitude to work safety.
- To report all hazards to the General Manager/WHSO
- To participate in continuous improvement activities.
- To attend all mandatory in-service education as appropriate.
- To maintain confidentiality of information regarding residents and the facility.
- Attend staff meetings as required.
- Utilize Continuous Improvement Forms/Hazard Forms/Feedback Forms to identify problems
- To access Cabanda Care policies and procedures as required
- Other duties consistent with the function of the position.

5. CONDITIONS OF EMPLOYMENT

- Confirmation (or otherwise) of employment will be made after 24 weeks.
- Adherence to Policies relating to Workplace Health and Safety.
- Ability to meet the requirements of the Job Description.
- Aged Care Award 2010
- Mandatory Training
 - Manual Handling
 - Fire and Evacuation
 - Workplace Health and Safety
 - Infection Control
 - Circle of safety
 - Workplace bullying
 - Compulsory reporting

I acknowledge receipt of this Job Description and accept and understand the roles and duties of the position.

Name : _____

Signed: _____

Date: ____/____/____

Key Selection Criteria

KSC1.

- Possession of a current Queensland Driver's License.

KSC2.

- Possession of a current First Aid Certificate.

KSC3.

- Qualifications, skills and experience in relevant industries and trades.

KSC4.

- Experience in working with other staff or teams