



## Grounds & Maintenance Assistant Role Statement

*"And whatever you do, do it heartily, as to the Lord and not to men." Colossians 3:23*

Grounds & Maintenance work is an important role at Hope Christian College. Grounds staff need to be able to work independently, but also as part of a team when required. They will form a good working relationship with the Maintenance Manager and Business Manager, and be directly responsible to the Maintenance Manager.

### Personal Qualities

A member of the Ground and Maintenance staff will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Belief in and a passion for the Purpose and Vision of the College
- Desire to contribute to and support College Community through a servant hearted attitude
- Strong sense of responsibility and personal pride in work
- Ability to work as part of a team
- Systematic, motivated and a proactive approach
- Ability to prioritize and work within deadlines
- Willingness to learn on the job
- Able to maintain confidentiality
- Honesty, integrity, openness
- Fit, energetic, healthy
- Basic computer skills
- Understanding and adherence to WHS and policies.

### Duties

Duties such as, but not limited to the following, will be a part of this role:

- Ensure that the College buildings and grounds are presented in a tidy and professional appearance
- Undertake minor repairs and routine maintenance of buildings and equipment as directed (e.g. basic painting)
- Removal, setup, storage, and assembly of furniture and equipment
- Assist set-up and pack-up of College events as directed by Maintenance Manager
- Basic landscaping labour and maintenance of gardens and grassed areas including but not limited to, watering, weeding and fertilising, pruning, mowing, edging, basic irrigation maintenance
- Pressure cleaning, blowing/sweeping/vacuuming yard and other presentation tasks
- Rubbish/waste removal/sandpit raking
- Attendance to spills/breakages, mitigation of hazards, assistance with compliance issues
- Locking/unlocking of grounds, greet and supervise trades as directed by Maintenance Manager
- Ensure the proper and safe use and storage of all materials, consumables and equipment
- Any other reasonable duties as directed by the College.

### Requirements

All staff at Hope Christian College must have the following prior to commencement in the role:

- A current *Working with Children Check*
- *Responding to the Risk of Harm, Abuse and Neglect (RRHAN)* Full training
- Current drivers licence and be able and willing to drive a manual vehicle and tow a trailer
- *Current White Card* or willingness to gain *White Card* accreditation
- Willingness to complete *Working Safely At Heights* course
- Ability to be available for after-hours emergencies and events as required.

<b>Tenure:</b>	Ongoing
<b>Remuneration :</b>	General Staff Grade 2.1, Uniform and PPE supplied
<b>Hours:</b>	37.5 hours per week (daily times may be variable)
<b>Leave:</b>	4 weeks annual leave, 2 weeks shutdown over Christmas and the rest by negotiation, preferably not taken during school term weeks