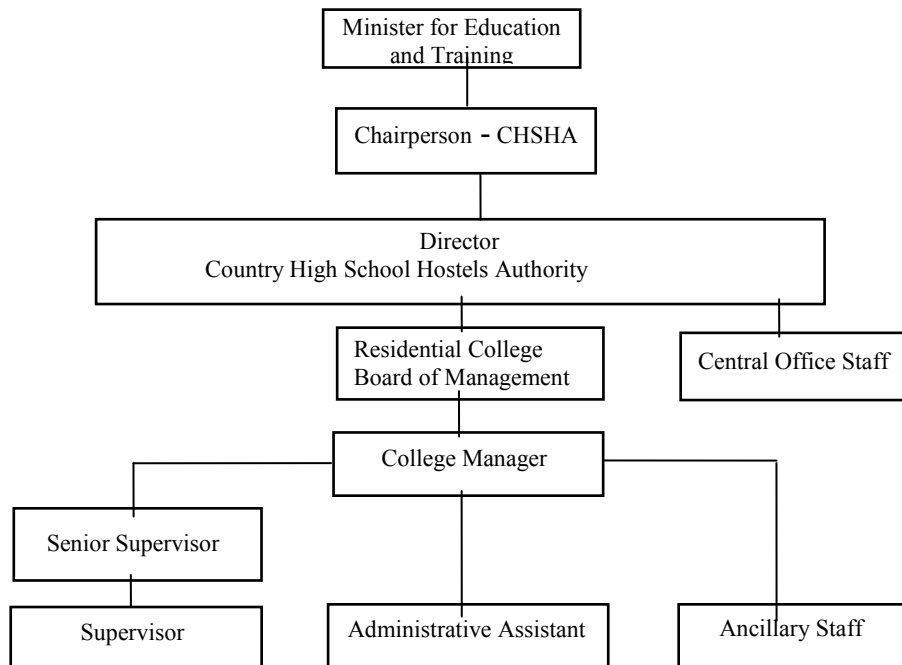




JOB DESCRIPTION FORM

TITLE:	GROUNDSPERSON/CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/GR/1
AWARD:	CHSHA Award 1979
JDF EFFECTIVE:	1 June 2007
REPORTING RELATIONSHIPS:	





STATEMENT OF DUTIES

TITLE:	GROUNDSPERSON/CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/GR/1

Key Responsibilities of the Position

Ensures that the residential college grounds and gardens are attractive and well maintained.

Tenure: Part time 30 Hours per week

Groundsperson Duties

1. Keeps gardens and grounds at the residential college well maintained and presented, including the surrounds of the recreation, canteen, dining room, old cottage & residential units.
2. Create and maintain a vegetation buffer around residential units.
3. Responsible for watering, weeding & maintaining gardens, pruning walkways and around residential units, lopping and fertilizing, where necessary etc.
4. Blow vacuums and cleans soiled walkway areas.
5. Keeps reticulation in good order and repair.
6. Undertakes minor repairs and maintenance of minor items and equipment.
7. Liaises with College Manager in regard to major faults for rectifying by outside contractors.
8. Ensures correct use of chemicals and equipment within manufacturers specification and within occupational health and safety guidelines.
9. Landscaping and minor improvements.

Cleaner Duties

10. Vacuums and mops dining room, recreation areas (TV room, games room, common rooms etc.)
11. Cobwebs in all outside areas to be removed on a regular basis.



WORK RELATED REQUIREMENTS

TITLE:	GROUNDSPERSON/CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/GR/1

1. Ability to work as part of a team.
2. Good interpersonal skills and able to work effectively with youth.
3. Good organizational skills.
4. Ability to uphold appropriate health and safety standards.
5. Ability to take on mixed functions as required.
6. A practical application of skills may be required before employment.



CERTIFICATION

TITLE:	GROUNDSPERSON/CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/GR/1

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE