

## Grounds Services Officer Position Description

<b>Accountable to:</b> Property Manager	<b>Jobs reporting to this Position:</b> NIL
<b>Qualification/Experience:</b> <ul style="list-style-type: none"> <li>• Relevant trade qualifications and experience</li> <li>• Understanding and working knowledge of relevant machinery and equipment</li> <li>• Experience in a school setting preferred</li> <li>• Current Working With Children Check and satisfactory Police Check</li> </ul>	<b>Working Relationships:</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Business Manager</li> </ul>
<b>Position Environment</b> Mater Christi College is a Catholic secondary college for girls with over 1000 students including international students and over 100 staff, including 80 teaching staff. A Boarding House for 37 students is also located on-site.	<b>Freedom to Act/Decision Making:</b> <ul style="list-style-type: none"> <li>• Liaise with the Daily Organiser for day-to-day facilities arrangements and set up</li> <li>• Liaise with Property Manager for planning and prioritizing maintenance and capital requirements.</li> </ul>
<b>Classification</b> <b>Level:</b> 4 School Services Officer <b>Category:</b> A, 4 weeks leave <b>FTE:</b> Full-time <b>Tenure:</b> On-going	<b>Team Membership:</b> Property Team
<b>SPECIFIC AREAS OF RESPONSIBILITY</b> <b>Physical Property</b> <ol style="list-style-type: none"> <li>1. Maintain all garden beds, roadways, paths, sports courts and other areas, including those relating to the Boarding House, to a high standard of presentation</li> <li>2. Ensure grounds equipment and machinery are maintained and safe to use</li> <li>3. To assist Property Manager with security arrangements</li> <li>4. Complete tasks in accordance with the maintenance program</li> </ol> <b>Facilities</b> <ol style="list-style-type: none"> <li>1. To support major functions/events of the College</li> <li>2. To assist with set up and put away of furniture and equipment</li> </ol> <b>Administration</b> <ol style="list-style-type: none"> <li>1. Ensure all relevant records and reports are maintained and up to date</li> <li>2. Assist with emergency management and evacuation procedures as directed</li> <li>3. Assist with distribution of daily deliveries</li> <li>4. Other appropriate grounds and maintenance tasks as directed</li> </ol>	<b>Other:</b> <ol style="list-style-type: none"> <li>1. Follow direction from the School Executive and the College's policies &amp; procedures</li> <li>2. Acknowledge and act according to the Rule of St Benedict and Catholic ethos of the College.</li> <li>3. Strive to employ best practice in line with current College policies whilst performing your job</li> <li>4. Ensure compliance with College policies and applicable laws as advised</li> <li>5. OH&amp;S <ol style="list-style-type: none"> <li>a. Ensure personal and team compliance with OH&amp;S legislation, codes of practice, standards, policies, operating procedures and work instructions and be actively involved in Mater Christi College OH&amp;S systems and procedures.</li> <li>b. Employees are required to take reasonable care of their own health safety and for the health and safety of others who may be affected by their acts or omissions.</li> </ol> </li> </ol>