

ROLE DESCRIPTION – PROPERTY AND GROUNDS ASSISTANT

Title:	Property and Grounds Assistant
Date reviewed:	March 2023
Reporting to:	Property and Grounds Coordinator/Property Manager
Supervised by:	Property and Grounds Coordinator/Property Manager
Supervises:	n/a
Department:	Support Services
Agreement:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2020 - 2023
Classification:	
FTE:	Full time/Part time
Qualifications/skills req'd:	<ul style="list-style-type: none"> • Maintenance and Grounds experience desirable • Ability and desire to perform physical work. This may require lifting around 20kgs. This role may require a pre-placement health assessment.

Basic Objectives:

- Ensures maintenance of property and grounds of the school to the highest standard as directed by the Property Manager and the Property and Grounds Coordinator
- Supports the Property and Grounds team as a valued team player

Key Result Areas:

Specific Accountability	Performance Standards
Assist and Support the Property Manager & Property and Grounds Coordinator in the execution of agreed property and ground priorities, performing tasks as directed. .	<p><u>Daily Tasks</u></p> <ul style="list-style-type: none"> • opening school toilets & gates • morning clean of school and carparks (leaf blower and vac) • paper recycling through admin office and general staff areas • kiss and drop • deliveries • opening of walls for extracurricular classes • stain removal around school • cobweb removal and spraying • emptying oval bins and replacing liners when required • chapel setups and pack downs • liaising with other staff members • locking up of school when required <p><u>Weekly Tasks</u></p> <ul style="list-style-type: none"> • paper delivery • cleaning bubblers • empty bottle recycling bins

- clean school gym
- reporting safety issues
- set up and pack down Junior school assembly/chapel
- hose sewer pit (if required)
- retrieving lost balls/property
- line marking soccer/rugby/netball on oval if required
- whipper snip all boundary fence lines, footpaths and edges
- hand mow north staff carpark & between fence line and hedge in front of G and H block

Monthly

- poison fence lines & internal weed spraying lines (If licenced)
- window cleaning

Term

- refilling toilet air fresheners
- cleaning roof gutters (if certified)
- cleaning out drains
- checking smoke detectors
- cleaning theatre lights
- attend working bees when required
- putting out rat & cockroach baits
- cleaning all fridges within the school
- trim Dreadnought Rd hedges
- fertilize oval
- cleaning clay traps in art rooms

Yearly

- maintain winches for basketball hoops in hall
- oiling timber furniture
- tagging all electrical equipment within the school (if certified)

Adhoc & As Required

- cleaning up of classroom spills/accidents
- blocked toilets
- catching & relocating wildlife
- archiving
- changing furniture/storing
- furniture assembly
- replacing lights/globes
- replacing ceiling tiles/fitting
- spraying wet and forget
- maintaining door hinges and locks

	<ul style="list-style-type: none"> ● installing/replacing fences ● installing signs ● installing white boards and pinboards ● installing picture track and hanging artworks ● theatre seat repairs ● replacing desktops ● repairing lockers ● major event set ups and pack downs ● construction projects ● keeping gardens tidy - weeding, shaping shrubs, deadheading flowers ● construct and plant new gardens ● filling rabbit/bandicoot holes on ovals ● spot spraying on ovals (if certified) ● repair and maintain long jump pit ● cut back swamp grass and lamandras ● repair garden edging ● clean up after storms ● oiling of deck ● trimming trees ● Attend logistic meetings when required
Other general Duties to Support Property Manager and Property and Grounds Coordinator	<ul style="list-style-type: none"> ● Other duties as requested by the Property Manager and/or Property and Grounds Coordinator

Other relevant information

- Staff to inform Property Manager and Property and Grounds Coordinator when leaving school premises and to sign out.
- Staff are required to have meal and tea breaks, but are asked to abide to the allotted time and occurrences as per MEA agreement.