

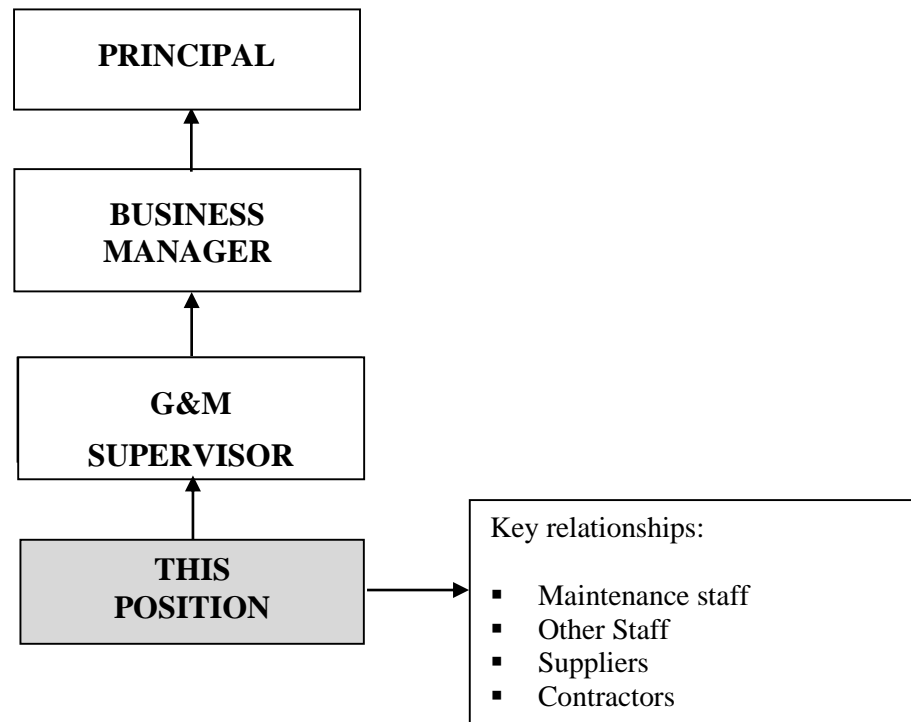
ST MARY'S COLLEGE BROOME

GROUNDSPERSON

Date: July 2017

Position Details: The Groundsperson, whose work is directed by the Principal through the Business Manager & Grounds and Maintenance Supervisor, is responsible for the maintenance of College grounds & facilities.

Responsible to:



Learning

- Make recommendation for future improvements and bring to the attention of the Grounds & Maintenance Supervisor & Business Manager

Engagement

- Where grounds tasks fall beyond the capability and expertise of the Groundsperson, the Business Manager is to be consulted.
- Coordinates and supervises sub-contractors employed to undertake minor works at the College.
- Liaises and arranges with suppliers for provision of materials associated with grounds works.
- To be available for duties as requested by the Business Manager to support mandated College events such as Parents' Nights, performing arts presentation, sports events, etc.
- Relieves and assists other grounds personnel during period of approved leave of absence for staff.

Accountability

- Maintain gardens, grounds and ovals.
- Assist in maintaining reticulation.
- Maintaining grounds' machinery, equipment and tools.
- Assists with daily clearance of rubbish bins and cleaning paths, verandas, stairs, covered areas and surrounds.
- Assists with cleaning of water coolers for students use.
- Assists with cleaning of College drainage system including gutters and drains.
- When requested, liaise with the Business Manager to plan and develop projects to improve the College grounds as agreed.
- When requested, liaise with the Business Manager to undertake duties within the confines of the gardens/grounds budget.
- Assist in preparation and marking of grounds for sporting functions.
- Maintain primary campus work sheds and equipment ensuring they are neat and tidy and safety standards are adhered to at all times.
- When requested, liaise with Business Manager to annually audit/update register of College tools and equipment.
- When requested, liaise with Business Manager to report and make recommendations regarding upkeep and turnover of College tools and equipment.

Discipleship

- Support and promote the Catholic Ethos of the College, including participation in events and activities throughout the school year

Any other duties as directed by Principal.

Appointment details as per contract

Employee:

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities from time to time to meet the business requirements of the College that are not detailed here.

Name: _____

Signed Employee: _____ Date: _____

Signed Principal: _____ Date: _____