

## POSITION DESCRIPTION for Grounds person



### LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

- Position:** Grounds person
- Responsible to:** Facilities Manager
- Classification:** School Officer, Grade A Services Stream  
Lutheran Education (Victorian Schools) Enterprise Agreement 2018
- Employment mode:** Fixed term, full time position for 12 months working 38 hours per week between 7.00am – 4pm, Monday to Friday.

### PRIMARY ROLE PURPOSE

The Grounds person is employed to develop and maintain the College grounds, under the guidance of the Facilities Manager, working collaboratively with the broader grounds and maintenance team. In carrying out the duties of the position, the Grounds person is responsible to the Principal through the Facilities Manager.

### SKILLS AND ABILITIES

- Ability to take direction and complete duties and responsibilities as directed.
- Ability to work independently or as part of a team.
- Ability to be manage time and complete tasks as directed.
- Proficient in using maintenance and grounds equipment.
- Knowledge of safe handling practices.

### DUTIES

#### Grounds development and maintenance

- Mowing/slashing – this involves operating a variety of ride on and push mowers
- Development and maintenance of gardens (planting, pruning, weeding and tending)
- Oval marking
- Clearing rubbish from garden beds and grounds
- Daily blowing of College hard surfaces, paths
- Removing graffiti when required

#### Repair, maintenance and care of equipment

- Maintain tools, machinery and equipment in a safe working condition (i.e. movers, blowers, whipper snippers, etc.)

#### Other duties

- Regular rubbish collection from within the College campus
- Delivering parcels or moving equipment – this may involve driving an electric motorised buggy

- Other duties as directed by the grounds and maintenance team and Facility Manager.

It is a condition of employment at Luther College that you make yourself aware of the various policies and procedures in respect of Work Health and Safety and that you carry out the responsibilities that are assigned to you therein. You will also be expected to actively participate in the training offered in respect of Work Health and Safety and Anaphylaxis management and to apply this to practices and procedures in your work.

**OTHER INFORMATION**

**Child Safety**

As Luther College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College’s child safety policies and procedures; including:

- complying with the College’s Child Protection Code of Conduct and staff-student professional boundaries
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to one of the College’s Child Safety Officers
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures
- reporting.

**Qualifications:**

The Grounds person should be familiar with the duties and responsibilities of the role. All School Officers must lodge a copy of a successfully completed Working with Children check prior to commencement.

**Confirmation of documentation:**

\_\_\_\_\_  
Principal (Signature)

...../...../.....

\_\_\_\_\_  
Grounds person (Signature)

...../...../.....