



POSITION DESCRIPTION: Grounds and Gardening Apprentice

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Following instruction from the Grounds Manager undertakes gardening and grounds works at each of the Christian College Geelong properties.

Expectations of Duties

- Maintain tools and/or equipment for the purpose of ensuring the availability of equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
- Operate a variety of equipment (eg ride on/push mowers, whipper snippers etc) for the purpose of providing grounds with appropriate care and/or maintenance.
- Apply pesticides and/or fertilizer for the purpose of controlling insects and weeds in accordance with established procedures.
- Participate in meetings for the purpose of conveying and/or gathering information required to perform varied job demands.
- Plant a variety of flora (eg lawns, shrubbery, flowers) and use appropriate landscape materials and equipment for the purpose of maintaining the grounds in an attractive state and for protecting against erosion.
- Maintain grounds areas (eg fertilizers soil, courtyards, flower beds) for the purpose of providing safe areas for assemblies, recreational activities and/or special events.
- Prepare documentation (eg hand written orders) for the purpose of providing written support and/or conveying information.
- As required, repairs small sections and areas of concrete (eg paths, driveways) for the purpose of maintaining safe and attractive grounds.
- Respond to emergency situations for the purpose of resolving immediate safety concerns.
- Perform duties of other grounds maintenance staff as may be required for the purpose of maintaining campus grounds in accordance with established standards.
- Monitor landscaped areas, sprinkler systems and grounds for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Grounds Team.

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- Act with integrity at all times.
- Be open and honest in all communication – students, staff and parents.
- Respond promptly to communications.
- Show respect to all students, staff and parents.
- Must maintain appropriate relationships with students at all times.
- Embrace change.
- Act with professionalism ensuring that personal goals are in line with the College vision and strategies.
- Have a good working knowledge of all the policies and procedures.
- Be a self-starter, show initiative.
- Strive for excellence, take pride in what you do.
- Be accountable and responsible.
- Be punctual.
- Offer ideas for improvement.
- Offer and receive feedback.
- Be active in managing hazards and risks associated in performing daily tasks.

Responsibility

Responsibilities include:

- Working under supervision following standardized practices and/or methods.
- Utilization of some resources from other work units.
- Continual opportunity to have some impact on the Organization’s services.
- Hold a current Working with Children’s Card.
- Hold a current driver licence.

Organisational Relationships

- Reports to Grounds Coordinator.

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Schools Operational Services. A copy of this Award is available on the Fairwork Australia website at: www.fairwork.gov.au.