

POSITION DESCRIPTION

| | | | |
|---|--|-------------------------------|---|
| POSITION TITLE | General Maintenance – Gardener | | |
| POSITION OVERVIEW | General Maintenance – Gardener will be responsible for gardening activities in domestic, commercial and business establishments – offices, schools, childcare centres, community centres and other public or private spaces. | | |
| CLASSIFICATION | WCS Level 3 | SERVICE AREA | Social Enterprise – General Maintenance |
| EMPLOYMENT STATUS | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Casual | | HOURS PER WEEK |
| LOCATION | Callam Office, Building C, Level 1, 50 Easty Street, Phillip ACT | | |
| IMMEDIATE MANAGER | Social Enterprise – Maintenance and Gardening Coordinator | | |
| INDUSTRIAL AGREEMENT | Woden Community Service Inc – Caring for our People, building our Capability to Serve, - Enterprise Agreement 2021-2023 | | |
| REPORTING RELATIONSHIPS | | | |
| NO OF DIRECT REPORTS | Nil | NO OF INDIRECT REPORTS | Nil |
| KEY RELATIONSHIPS | | | |
| INTERNAL | Social Enterprise Project Lead, Manager ICT, Facilities & Security, Facilities & Security Coordinator, Aged Care and Disability Manager, Internal Staff | | |
| EXTERNAL | Suppliers and customers/clients | | |
| KEY ACCOUNTABILITIES | | | |
| <p>This position has the following key areas of responsibility:</p> <ul style="list-style-type: none"> • Weed Control: Keeping the garden free from weeds is an ongoing task. You'll be responsible for identifying and removing weeds to prevent them from competing with the desired plants for nutrients and space. • Landscape Maintenance: Depending on your role, you may be responsible for the overall maintenance of the landscape, including mowing the lawn, trimming hedges, and maintaining pathways and other features. • Seasonal Tasks: Your role involves various seasonal tasks. This include tending to bulbs in the fall, preparing plants for winter, and overseeing spring clean-up and preparation. • Customer Service: If you work in a public garden or residential setting, providing excellent customer service is part of your responsibilities. This can involve engaging with clients, answering questions, and following their request. • Maintenance and Upkeep: Identify and report any maintenance issues, such as broken fixtures, faulty equipment, or safety hazards, to the appropriate channels. Assist in coordinating repairs and maintenance activities as needed. Regularly inspect premises to ensure all areas are well-maintained and in optimal condition. • Inventory Management: Monitor supplies and other consumables necessary for gardening services. Keep track of inventory levels, place orders when needed, and ensure stock rooms are organised and well-stocked. • Waste Management: Collect and dispose gardening waste materials in accordance with established guidelines and regulations. Ensure waste disposal areas are clean and properly maintained. | | | |

- **Compliance and Safety:** Adhere to all health and safety regulations, including the proper use of personal protective equipment (PPE) and the safe handling and storage of cleaning chemicals, materials and machinery. Follow established protocols for handling emergencies or hazardous situations.
- **Team Collaboration:** Collaborate with the gardening team and other staff members to ensure seamless operations. Coordinate gardening schedules, support fellow team members, and act as leading hand on jobs whenever necessary.

General

- Ensure your safety, the safety of the community, service users and your colleagues by always following the WCS Work Health and Safety Policy and Procedures.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Working with Vulnerable People card, as applicable to the role.
- Other duties may be required and assigned as necessary by the manager.

EXPERIENCE & QUALIFICATIONS

| | |
|------------------|---|
| Essential | <ul style="list-style-type: none"> • Prior gardening experience (highly preferred) with a high standard for gardening tasks. • Familiarity with various gardening equipment, techniques, and products. • Demonstrated time-management skills, attention to detail and ability to prioritise multiple tasks and keep them moving promptly. • Ability to work independently with minimal supervision. • Ability to follow instructions and adequate literacy and numeracy skills to read instructions and measure gardening fluids / chemicals. • Sound knowledge and awareness of the relevant health and safety standards. • Sound communication skills (both oral and written) to be able to interact positively with a variety of people. • Flexible in working hours, able to workdays and weekends when necessary. • Ability to maintain and promote a positive image of the work of the social enterprises and their participants to the general community. |
| Other | <ul style="list-style-type: none"> • Demonstrate commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory National Police check and maintaining a current ACT Working with Vulnerable People registration. • Full Drivers Licence with experience in driving with attached trailer to Ute/ Vehicle. |

| | | | |
|-------------------------|----------------------------|------------------|--------------------|
| Document History | Original: June 2024 | Revised: | Version: V1 |
| Employee's name | | Signature | DATE |