



POSITION TITLE

Groundskeeper/Handyman Volunteer

POSITION OBJECTIVES

The volunteer is responsible, in consultation with Senior Management, for the maintenance of the KDFC grounds

SKILLS, KNOWLEDGE AND EXPERIENCE

- Reasonable level of physical fitness
- Well developed observation and reporting skills
- Well developed knowledge of inclusion principles
- Willingness to accept supervision and seek direction
- Effective consultative and interpersonal skills
- Effective time management skills

SPECIAL CONDITIONS

- Positive Notice Blue Card
- Police Check
- C Class drivers license

KEY RESPONSIBILITIES AND DUTIES:

All responsibilities and duties must be carried out with regard to and including:

- Reasonable protection of the health, safety, security and well-being of all children and staff/volunteers within the program
- Adherence to relevant policies, procedures and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality, including via electronic media / social networking

Volunteer may be responsible for some or all of the tasks below:

- Maintain lawns and gardens
- Maintain parking facilities
- Clean outdoor areas
- Maintain equipment within skill level as required
- Assisting with fund raising events

ORGANISATIONAL RELATIONSHIPS:

The volunteer will be directly responsible to:

- The Senior Management
- Any other person nominated by the CEO

EXTENT OF AUTHORITY

The employee is responsible for the quality of his or her work and for the supervision of other volunteers where required, with routine supervision and feedback from Senior Management