



Position Description

Position Title	Grounds Maintenance Worker
Award and Classification	Salary is in accordance with Social, Community, Home Care and Disability Services Industry Award, 2010.
Work Type	Part time (.6), 3 days per week, fixed contract 6 months
Commencement date	Starting in July 2020: finishes January 2020
Position reports to	Executive Officer/ Men's Business

Role purpose
To ensure the readiness of Gathering Place grounds for reopening and ongoing maintenance
Key Responsibilities
<ul style="list-style-type: none"> ▪ Help with deep clean of gathering place prior to opening ▪ Support completion of the community vegetable garden beds ▪ Support completion of traditional stone hut and fire wall ▪ Support planting out and maintenance of Koori Plant Trail ▪ Support further development and maintenance of turtle pond enclosure ▪ General weeding of property ▪ Contributing to wetlands area development ▪ Other duties as negotiated with the Executive Officer/ Men's Business
Management
<ul style="list-style-type: none"> ▪ Liaise and work together with Horticultural Worker and Community Support Worker to achieve shared responsibilities
Finance
<ul style="list-style-type: none"> ▪ Liaise with EO/ Men's Business for financial matters as required ▪ Ensure EO/ Men's Business approves related expenses prior to spend and provide receipts for purchases to GPC ▪ Ensure financial policies and procedures are followed re purchase of goods and materials

Communications

- Welcome and greet all visitors to the Gathering Place
- Handle confidential information with discretion at all times
- Work as part of team to promote Willum Warrain
- Represent Willum Warrain in a professional and positive manner at all times
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Behaviours

- Maintain COVID-safe work practices at all
- Work respectfully in an Aboriginal organisation
- Cooperate, support, and empower colleagues and community
- Show compassion, respect, and understanding
- Open and honest communications
- Team player – ability to collaborate and cooperate with others
- Respect for others and respect for individual differences
- Being on time for work