

Grounds Keeper

Mirridong's Mission Statement

We provide opportunities for adults with a disability to make choices achieve goals and gain independence.

Organisational Environment

Mirridong Services specialises in providing support to people with disabilities, their families and carers. Located in Yarram, Victoria, Mirridong Services is part of a tight knit community that welcomes the participation of people with disabilities in all aspects of their life.

Values

At Mirridong Services Incorporated, we value our:

- Participants
- Staff
- Volunteers
- The environment in which we work; and the
- Community in which we work.

We do this in the following ways:

- Offering choice.
- Respecting participants and residents' rights to be treated with dignity and respect.
- Having zero tolerance to abuse.
- Giving participants opportunities to develop their full potential and achieve their goals.
- Providing a high-quality service that meets legislative and regulatory requirements.
- Empowering participants and residents to determine their own needs.

Objectives:

- To enable individuals supported through Mirridong Services to have control over their lives through person centred active support, which maximises participation and independence in all aspects of life and is responsive to the needs and wishes of the individuals and supports community inclusion.
- To provide a safe, flexible and responsive service, when and where needed by service users.

Position Description

Position:	Grounds Keeper
Service:	Management
Award:	Miscellaneous Award 2020
Classification:	Permanent part-time
Pay Classification:	Level 2
Reports To:	Chief Executive Officer

Key Responsibilities

- Provide a high standard of grounds keeping through maintaining garden beds and grassed areas, including removal of and spraying for weeds.
- Weeding, pruning, replanting and mulching of garden beds, trees and shrubs.
- Keeping grounds clean and tidy, including collecting and removing rubbish/debris, emptying ground bins for general rubbish and recycling bins, the use of a leaf blower and high-pressure water cleaner.
- Development of new gardens and planting in consultation with management.
- Manage waste appropriately in accordance with policies and procedures.
- Be responsible for the safe usage, care and storage of grounds keeping equipment.
- Effective time management and organisational skills in order to complete required grounds keeping and delegated tasks.
- Exercise economy and care in the use of facility equipment and supplies.
- Ensure cleaning schedules are followed on a daily basis or as required.
- Adhere to all policies and procedures, and operating instructions for all equipment and chemicals.
- Ensure health and safety is maintained at all times by eliminating risks to health and safety so far as is reasonably practicable.
- Required to take reasonable care for their own safety and the safety of others who may be affected by their actions or omissions and cooperate with any actions taken by the employer to comply with the government regulations.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.
- Demonstrate respect towards projects being undertaken by staff and participants that may be in progress.
- Other tasks as delegated by line manager or Chief Executive Officer.

Key Selection Criteria

- Training or demonstrated experience in the horticulture or relevant industry.
- Hold a keen attention to detail in the provision of grounds keeping and gardening services.
- Knowledge of appropriate seasonal pruning and general pruning techniques.
- Demonstrated ability to operate and maintain equipment and machinery, relevant to the role.
- An ability to manage own time and to be proactive in task identification and completion.
- A strong understanding of OH&S principles and how they apply and an ability to follow workplace policies and procedures.

Essential employment requirements

- Return a clear NDIS Worker Screening Check (Police and disability industry check).
- Victorian Drivers Licence.

The conditions of this position are pursuant to the conditions as set out in the Classification Definitions for Level 2 Social & Community Services Employees. These include the following:

Key Accountabilities

Service Provision

- Weeding, planting and mulching garden beds
- Mowing and brush cutting
- Shrub planting and pruning
- Tree planting and maintenance, including staking and minor pruning
- Weed identification and control using commercial chemicals
- Disease and pest identification and control
- Installing, operating, repairing and maintaining irrigation systems
- Fertilising and herbicide application
- Litter, leaf and branch collection
- Hand watering
- Event venue preparation and clean-up

Meeting Service Requirements

- To complete any required Mirridong documentation where necessary, this includes general work records.
- To regularly attend staff meetings as scheduled.
- To work and operate as part of an effective and efficient team.
- To undertake and participate in appropriate training and educational programs.
- To be at all times aware and vigilant regarding a duty of due diligence and care to all individuals and other Mirridong staff.
- Follow the recommended communication procedures.

Team Work

Ensure effective participation as a team member through:

- Participation in regular meetings
- Working cooperatively with all members of the team
- Proactively liaising with other team members in supporting services to achieve optimal outcomes.

Occupational Health & Safety

- Comply with safe work procedures
- Follow directions of Manager/Team Leader
- Use protective and other safety equipment where required.
- Regularly inspect your work environment for hazards.
- Report workplace hazards, incidents and issues to supervisor.

Continuous Improvement

- Become familiar with and follow Mirridong’s policies, procedures and management instructions.
- Strive for continuous improvement by being alert to opportunities for improvement and suggesting solutions.

Cultural & Linguistic Diversity

- Undertake all interactions with clients and co-workers in a culturally sensitive manner and welcome cultural and linguistic diversity.