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JOB DESCRIPTION

**Groundskeeper**

**Responsible to:** Property Manager

Business Manager

**OBJECTIVE**

Work in a team with a commitment to:

* Maintain a professional image for the school by providing services in the upkeep of the grounds and premises that meet the highest possible standards.
* Enable Mount Albert Grammar School to remain functional to full capacity.

**ATTRIBUTES**

* Honest
* Reliable
* Motivated; with a reasonable level of fitness
* Committed to completing tasks to a high standard
* Responsible; with ability to show initiative
* Able to follow instructions, work well in a team and work unsupervised when necessary
* Flexible with hours when necessary
* Able to communicate with a range of people, ethnicities and cultures
* Willingness to attend professional development training
* Ability to safely use and maintain petrol-powered grounds equipment such as lawnmowers, line trimmers, and water blasters etc
* Full NZ driver’s licence

**KEY TASKS**

* Assist Property Management in the day-to-day running of the school and grounds.
* Empty all outside rubbish bins daily.
* Empty wheelie bins and place where requested – daily.
* Manage rubbish and recycling skips to ensure correct waste is going into bins.
* Assist other staff as required or directed by the Property Manager.
* Maintain all tools and equipment to a high standard and report any faults immediately.
* Maintain the Dangerous Goods Cabinet and all contents in a safe manner.
* Personal Protective Equipment (provided) is to be worn as required
* Daily as you arrive for work:
* Visual inspection of front entrance, driveway, front doors and front lawn.
* Remove rubbish and debris from sight, clean any mess on front steps and sills

- Inspect Grandstand and Gym areas for tagging, damage or rubbish and tidy accordingly.

- Detail clean front entry to front doors if required.

- Put blue wheelie bins out on bottom field. Return bins at the end of the day.

- Ensure all tools, bins and materials are locked away end of day.

* Weekly working in a different area each day:
* Sweeping, blowing or vacuuming of all hard surfaces of all debris, mud, weeds, leaves and surface water.
* Maintain lawns and gardens to a high standard by mowing, strimming or watering as required or directed.
* Detection and removal of graffiti with serious incidents being reported to Property Management immediately.
* Moss and mould spraying using Wet and Forget.
* Keep entrance ways and mats clean.
* Water blasting.
* Attend to emergency jobs such as broken windows, spills or damage.
* Maintain drains and reporting those which require service.
* Maintain gutters on ground level buildings and reporting those which require repair.
* Friday afternoon check tools and tidy work area

**HOURS OF WORK**

* Full time
* 40 hours per week 7.00am – 3.30pm