



## **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 drivers' 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