

## JOB DESCRIPTION SUMMARY

<b>Job title:</b>	<b>Grounds Keeper/Maintenance</b>
<b>Job type:</b>	<b>Casual employment – between 15 - 20 hours per month</b>
<b>Job pay rate:</b>	<b>\$24.85 per hour</b>
<b>Location:</b>	<b>Koorliny Arts Centre, Kwinana</b>

The grounds keeper is responsible for the general maintenance and gardening of the Koorliny Arts Centre. They report directly to the Operations Manager, ensuring the venue and its gardens are well maintained and presented to an excellent standard to help enrich the patron experience while they visit the Koorliny Arts Centre.

## Responsibilities & Duties

### **BUILDING MAINTENANCE**

The Grounds Keeper is responsible for ensuring the building is in good working order by;

- Conducting regular checks of the building, doors, windows, carpets and gardens.
- Ensuring that all areas of responsibility are clean, tidy and ready for use in consultation with the Operations Manager and other staff.
- Ensuring the building is safe and secure at all times.
- Reporting relevant issues to the management.
- Being responsible for minor repairs and housekeeping, where appropriate and where they are in line with the role's legal requirements.
- Cleaning of interior and exterior windows.
- Removal of spider webs or other animal debris.

### **GARDENING**

The Grounds Keeper is responsible for the maintenance, upkeep of garden beds, lawns and any horticulture within the building and local exteriors.

- Mowing of the amphitheatre and middle courtyards.
- Pruning and care of rose bushes and manicured plants.
- Mulching of garden beds.
- Watering of interior potted plants and exterior garden beds.
- Weeding of the venue pathways and access ways.
- Clearing of any leaf matter, rubbish or debris from drains and walkways around the venue.

### **IN ADDITION, the Grounds Keeper is required to display the following in all tasks;**

- Take reasonable care to ensure own safety and health and avoid adversely affecting the safety and health of any other person whilst at work.
- Display professional and ethical behaviour at all times.
- Work productively and cooperatively with other staff.

## Job Requirements

### **Essential**

- Manual handling, working at heights experience, correct ladder work and safety.
- Fit and capable to work in outdoor environments for extended periods.
- Mechanical knowledge of lawn maintenance equipment.
- Excellent communication skills, written and verbal.
- First Aid certificate and police clearance.
- Knowledge in lawn and plant care.

### **Desirable**

- Horticulture experience.