



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Grounds and Maintenance Officer	<b>Service:</b>	Tabeel Lutheran Home
<b>Department:</b>	Aged Care	<b>Revised:</b>	October 2016
<b>Conditions:</b>	LCC Aged Care Service Enterprise Agreement 2013 Support Worker Level 1		

### Purpose of the Role

To contribute to high quality grounds keeping and maintenance services.

### Operating Environment

This position is located in Laidley at Tabeel Lutheran Home of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### Tabeel Lutheran Home

Tabeel provides an Ageing in Place environment for 78 residents whilst applying the principles of the Eden Alternative – an innovative care model based on providing a homely, comforting environment. Staff focus on residents needs, and encourage variety and spontaneity in the daily life of the Tabeel community.

### Reporting Relationships

The Grounds and Maintenance Officer reports to the Maintenance Supervisor.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Maintaining the gardens and grounds within the service as directed;
- Ensuring equipment and garden materials are utilised in a responsible and safe manner;
- Undertaking day to day operations of the maintenance department in line with schedule of works;
- Undertaking projects and grounds and maintenance works as directed;
- Liaising with external professionals including contractors and trades staff as required; and
- Monitoring supplies of chemicals and equipment.



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### **Qualifications and Experience**

The incumbent may possess a relevant trade qualification as well as previous experience in commercial maintenance and / or grounds keeping. This position requires an understanding of the customer focus in maintenance and grounds keeping services.

Maintenance of an Australian driver's license and positive Federal Police check is essential.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.
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