

## Position Description Maintenance and Gardener Volunteer

### 1. POSITION DETAILS

Position Title: Maintenance and Gardener Volunteer  
Hours of Employment: Flexible - Monday to Friday between 8.00am to 2.30pm

### 2. POSITION RELATIONSHIPS

Responsible to: Property Services Manager

### 3. POSITION OBJECTIVES

To assist with gardening and maintenance duties at Harold Hawthorne Community Centre and Retirement Village (the Village), as requested.

### 4. PRINCIPAL RESPONSIBILITIES

#### 4.1 Provide Assistance with gardening and maintenance.

- Assist with general gardening tasks as requested.
- Assist with general maintenance as requested.
- Keep equipment in good working order.
- Report equipment replacement requirements.

#### 4.2 Other Duties

- Ensure clients and agencies confidentiality of all information as per the Centre's privacy and confidentiality agreement
- Promote safety by following organisational operational health and safety requirements and guidelines
- Communicate respectfully with all individuals including volunteers, clients, representatives, employees and the community
- Contribute to continuous improvement by involvement in meetings, planning days and reporting mechanisms
- Participate in education and training opportunities
- Other duties as required by the Property Services Coordinator

**5. POSITION REQUIREMENTS**

**5.1 Essential**

- a) A satisfactory Police clearance (less than 3 months old)
- b) Obtain and provide evidence of COVID-19 Vaccinations as mandated by the Western Australian and Commonwealth Government.
- c) A strong commitment to working with older people and young people with disabilities
- d) A caring and compassionate personality with a commitment to enhancing client's independence, dignity and comfort.
- e) The ability to work as a member of a team and autonomously under minimal supervision.

**5.2 Desirable**

- a) Previous experience in this field of work

I (print name) \_\_\_\_\_

have read, understand and agree to comply with the above position description.

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_

I have explained and discussed this position description with the above.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_