The Uniting Church in Australia
Synod of South Australia

Position Description and Person Specification

TITLE OF POSITION: **Maintenance Hand**

LOCATION: **Nunyara Conference Centre – Belair**

APPOINTED BY: **Uniting Church in Australia, Synod of South Australia**

RESPONSIBLE TO: **Maintenance Officer, Nunyara Conference Centre**

TYPE OF APPOINTMENT: **Permanent Part-Time (15 hours per week 0.4 FTE). Additional hours may be rostered by mutual agreement on an as needs basis.**

INDUSTRIAL INSTRUMENT: **Miscellaneous Award 2020**

CLASSIFICATION: **Level 3**

1. Summary of the broad purpose of the position in relation to the Church's goals

The role of the Maintenance Hand is to assist in the provision of maintenance services, with a focus on grounds maintenance, in accordance with Uniting Venues SA's policies and procedures and its philosophy of exceptional Christian hospitality.

2. Reporting and working relationships

The position is responsible to the Maintenance Officer, Nunyara Conference Centre and a supportive and effective relationship is essential.

An effective and collaborative working relationship with the Manager, Nunyara Conference Centre, maintenance and other staff members is vital also as well as seeking to work together as a supportive team to realise the vision and mission of the venue.

3. Statement of key outcomes and associated activities

All work performed in this position will be in accordance to relevant policies and procedures, in particular (but not limited to) Work Health Safety legislation.

Maintenance

- Assist with the maintenance of onsite buildings and grounds.

- Assist with day to day maintenance of building and grounds related equipment.
- Assist with the development and maintenance of new gardens and watering systems.
- Assist with the procurement of supplies as required.
- Maintain clean & tidy pathways, gutters and drains.
- Work alongside tradespersons or contractors as required.

Work Health Safety

- Be familiar with relevant Australian Standards, WHS legislation and UVSA policies and procedures.
- Maintain knowledge of site emergency procedures.

Team Activities

- Maintain effective communication with the Maintenance Officer, Nunyara Conference Centre as well as kitchen, cleaning, maintenance and office staff.
- Participate in team meetings and organised training as required.

Other

- Assist the Customer Service Team to move and set up equipment used by guests.
- Other duties as directed by the Manager, Nunyara Conference Centre within the scope and responsibility of this position.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- Previous experience in a building or grounds maintenance or similar role.

Desirable

- Tertiary qualifications in trade, construction and / or horticulture or equivalent.
- Working knowledge of the camps and conference centre industry.
- First Aid qualifications (or a willingness to obtain this).

Personal abilities, aptitudes, skills

Essential

- Demonstrated commitment to excellence in maintenance and customer service.
- The ability to work unsupervised in an autonomous, self-motivated manner.
- Able to work productively and positively in a team environment.
- Well-developed verbal and written communication skills.
- Responsible and reliable.
- Ability and willingness to be flexible and solution focused.
- A heart for Christian camping and a love for people.
- Commitment to the Uniting Church ethos and to Uniting Venues SA’s mission statement.

Desirable

- An active member of a Uniting Church congregation or another mainstream Christian denomination.

Experience

Essential

- Demonstrated experience in a similar maintenance role in either the hospitality or related industry.

Conditions

- The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are required at all times during employment. This will include, but may not be limited to, Working with Children checks.
- Terms and conditions of employment are set by the Uniting Church SA Human Resource and Remuneration Committee.
- In accordance with the Miscellaneous Award 2010, Time off in Lieu (TOIL) provisions OR overtime rates apply to any hours worked in excess of 15 per week.