



POSITION DESCRIPTION

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| Position Title | Support Worker – Grounds Keeper |
| Current Incumbent | |
| Department/Function | Maintenance |
| Location | St Paul's Aged Care, Caboolture |
| Reports To (<i>Position</i>) | <i>Attach an organisational chart of department to indicate the relative level of the job in the division.</i> |
| Positions Reporting to this Position | Reports to the Maintenance Team Leader. |
| Effective Date (of PD) | March 2019 |

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| Main Purpose/ Primary Objective | Assist the maintenance team in the up keep of grounds and gardens around our aged care centre. |
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| Key Accountabilities/Key Result Area | |
| <p>Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:</p> <ul style="list-style-type: none">• Undertake day to day operations of the maintenance department in line with schedule of works;• Undertake projects and building and maintenance works as directed;• Maintain the gardens and grounds within the service as directed;• Liaise with external professionals including engineers, contractors and trades staff as required;• Ensure equipment and garden materials are utilised in a responsible and safe manner• Monitor supplies of chemicals and equipment. | |

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| Key Relationships/ Interactions | Service Manager, Care Manager, Care staff (RNs, ENS etc.), Maintenance team, Residents and their families and Support Centre staff |
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POSITION DESCRIPTION

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| Position Requirements | <ul style="list-style-type: none"> • Previous experience in grounds keeping is desired • Understanding of the customer focus in grounds keeping services. • Attention to detail • Effective communication and ability to work in a team • Meet the inherent requirements of the job as defined above • The incumbent must maintain a Positive Federal Police check. |
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| Culture | <p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none"> ▪ a learning and growing environment ▪ a high achievement orientation ▪ a sharing environment - information, resources, ideas and goodwill ▪ commitment to being the best we can be ▪ humility, fairness and openness in how we go about our work. <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p> |
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| Prepared By | <i>Date</i> | / / |
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We certify that the content of this position description is accurate:

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| Incumbent's Signature | <i>Date</i> | / / |
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| Manager's Signature | <i>Date</i> | / / |
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NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.



POSITION DESCRIPTION

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| Hotel Services Worker | Hotel Services Worker |
| Conditions | Lutheran Services (Qld) Aged Care Enterprise Agreement 2017. Support Worker Levels: Entry / 1 |
| Reports To | The Hotel Services Worker reports to the Hotel Services Manager. |
| Positions Reporting to this Position | No positions report to this position |
| Effective Date | February 2019 |

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| Main Purpose / Primary Objective | To contribute to the operation of the hotel services team resulting in a high-quality service to residents. |
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| Key Accountabilities | |
| Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will: | |
| <ul style="list-style-type: none">• Maintaining the cleanliness and tidiness of the interior of the service as directed;• Contributing to the preparation of a quality meal service;• Delivering the resident meal service;• Providing exceptional customer service to residents;• Monitoring and ordering supplies of cleaning chemicals and equipment as required;• Communicating effectively with co-workers, residents and other stakeholders. | |

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| Key Relationships/ Interactions | Service Manager, Care Manager, Care staff (RNs, ENS etc.), Residents and their families and Support Centre staff |
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| Position Requirements | <ul style="list-style-type: none">• Effective communication skills• Previous experience in commercial catering, laundry and / or cleaning including the use of chemicals and cleaning equipment (highly regarded)• Previous experience in an Aged Care or Hotel environment (highly regarded)• Current Australian Driver's License |
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| Culture | <p>Lutheran Services promotes a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none"> • a learning and growing environment • a high achievement orientation • a sharing environment - information, resources, ideas and goodwill • commitment to being the best we can be • humility, fairness and openness in how we go about our work. <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our values.</p> |
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| Legislative/policy requirements | <p>All employees must have a current National Police check and will be required to provide proof of working rights. 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 Lutheran Services Chief Medical Officer.</p> |
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| Prepared By | Date | / / |
|--------------------|------|-----|

We certify that the content of this position description is accurate:

| | | |
|------------------------------|------|-----|
| Incumbent's Signature | Date | / / |
|------------------------------|------|-----|

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| Manager's Signature | Date | / / |
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