

Canterbury City Community Centre Inc

POSITION DESCRIPTION

Position:	Garden Care Assistant
Classification:	SCHCADS Level 2
Hours:	Casual
Responsible to:	Garden Care Coordinator

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is project based and impacted by seasonal variations, and that outcomes and activities may change over the course of the project.

Reporting & Organisational Context:

The Garden Care Support Worker is responsible to the Board of Directors of Canterbury City Community Centre through the CHSP Garden Care Coordinator.

Project Objectives

To provide support to members of the Commonwealth Home Support Programme (CHSP) target group (the frail aged, people with disabilities and their carers) in the Canterbury, Marrickville and Leichhardt LGAs by providing Lawn Mowing, an Easy Care Gardening service and general gardening assistance.

Knowledge, Skills and Experience

Essential Criteria:

- Demonstrated interest and experience in gardening
- Demonstrated ability to work well with people from all backgrounds
- Punctuality and reliability
- The ability to work well in a team
- **Current First Aid Certificate or the willingness to obtain**
- Drivers Licence and own insured car
- Certificate in *Prepare & Apply Chemicals* or willingness to obtain
- Available at short notice between the hours of 9am – 4:30 pm
- Excellent level of physical fitness and health

Desirable Criteria:

- Cross cultural skills
- Demonstrated ability to work with volunteers
- Experience with operating and maintaining a range of gardening tools, equipment & machinery including lawnmowers, hedgers & leaf blowers.
- Certificate II or Certificate III in Horticulture or equivalent
- Speak a community language
- Confident in the use of electronic devices to update job information

PRINCIPLE DUTIES

Effective workplace relationships

- Maintain effective working relationships with Centre staff, volunteers and clients.

Service Provision

The Garden Care Assistant will be required to:

- provide a high standard Gardening service to the allocated clients of Garden Care by completing the following tasks as appropriate for service :
- weed garden beds
- paper garden beds
- mulch garden beds
- pruning as required
- sweep up paths
- cut edges
- be responsible for the safety and security of all tools and equipment belonging to the service
- be courteous and respectful to all clients
- inform the CHSP Garden Care Coordinator of any concerns you may have about the well being of clients.
- report all client issues / grievances to the Garden Care Team Leader or Garden Care Coordinator.
- preparation and application of chemicals as required
- other duties relevant to the Easy Care Gardening Service as determined by the CHSP Garden Care Coordinator
- be willing to negotiate flexible work practices.
- act up as Team Leader to supervise and support a team of volunteers when required

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's P & P manual.

Employee's Signature: _____ **Date:** _____

Employee's Name: _____

CEO's Signature: _____ **Date:** _____

CEO's Name: _____