

Position Description

Trainee Horticulture

Responsible to:	Maintenance Manager May receive allocated duties via other Maintenance staff
Award:	Health and Allied Services – Public Sector – Victoria Consolidated Award 1998 and the Health Services Union of Australia - Health and Allied Services, Administrative Officers – Victorian Public Sector - Multi Employer Certified Agreement 2006 - 2009
Classification:	Skill Level C – National Training Wage
Essential:	Commitment to successfully completing Certificate II in Horticulture for the duration of the Traineeship
Hours of work:	As per employment contract. 12 month temporary position
Role Statement:	To assist in undertaking gardening and minor maintenance tasks in both private homes in the community and on site at Lyndoch.

Position Overview:

<u>Responsibilities</u>	<u>Specific Duties</u>
<p>1. Gardening duties</p>	<ul style="list-style-type: none"> • To assist in delivering garden maintenance in private homes of community service clients and other members of the public to meet the client's expectations and standards • To assist in maintaining the grounds of Lyndoch in the most effective and efficient manner in accordance with Lyndoch's standards • To assist in carrying out landscape work as directed • To keep all road way, gutters and storm water pits clean • To carry out the propagation of plants and shrubs as required • To ensure all garden waste blown or otherwise onto paths or roadways is immediately swept and removed before becoming a hazard to pedestrians and/or clients • Follow Safe Operating Procedures when operating Power Equipment eg. Mowers, Brushcutters, Hedge Trimmer, Lawn Edger, Tractors, and all towed equipment. Safety of Operators and bystanders is of paramount importance at all times • To immediately report any hazards or potential risk issues to Manager Maintenance or other staff in the Maintenance Department • Provide a high level of customer/client service that is responsive, helpful, and professional to Lyndoch residents, staff and the general

<p>2. Professional Development</p> <p>3. Risk Management</p> <p>4. Continuous Improvement</p> <p>5. Other duties</p>	<p>public at all times</p> <ul style="list-style-type: none"> • Demonstrated ability to deliver tasks as directed • Understand & respect the sensitivity and dignity required to assist frail older people and people with disabilities • Demonstrate an ability to work independently and cooperatively as a team member <ul style="list-style-type: none"> • Participate in the orientation program within three months of commencement of employment • Demonstrates a commitment to undertaking the necessary study to achieve Certificate II in Horticulture <ul style="list-style-type: none"> • Be actively involved in matters relating to OH&S to achieve a high standard of safety in the work environment • Participate in relevant safety training • Seek clarification on safety matters where uncertain <ul style="list-style-type: none"> • Participate actively in ensuring services are delivered effectively and continue to meet the needs of the clients and community • Participate in regular review processes to meet goals and targets, including identification and establishment of goals and targets that are responsive to the needs of clients and the community within Lyndoch • Provide feedback regarding existing/new areas of need for services and programs • Assist and supports management to undertake strategic planning <ul style="list-style-type: none"> • Any other duties to ensure the efficient operation of the Maintenance Department
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Key Selection Criteria:

1. Demonstrate a commitment to undertaking and successfully completing the Certificate II in Horticulture.
2. Demonstrated ability to deliver tasks as directed.
3. Understanding & respect of the sensitivity and dignity required to assist frail older people and people with disabilities.
4. Well developed communication and interpersonal skills.
5. Ability to support a culture of good team spirit.
6. Ability to appreciate and utilise knowledge and skills offered by colleagues and Supervisors.
7. Current satisfactory police check.

Date Written:	July 2010
Date to be reviewed:	July 2011
Authorised by:	Philip McKenzie

Position: Manager Maintenance

Agreement

I have read, understood and agree to comply with this Position Description.

Name: _____

Signature: _____

Date: _____

**PLEASE COMPLETE AND RETURN THE
ATTACHED FORM BELOW TITLED
'Entitlement to Workers' Compensation Pursuant to the
Accident Compensation Act 1985'**

**ENTITLEMENT TO WORKERS' COMPENSATION PURSUANT
TO THE ACCIDENT COMPENSATION ACT 1985**

PLEASE COMPLETE AND RETURN WITH YOUR APPLICATION

Pursuant to Section 82 of the *Accident Compensation Act 1985* as amended by Section 23 of the *Accident Compensation (Miscellaneous Amendment) Act 1997*;

1. You are advised that the nature of your employment with Lyndoch Warrnambool Inc. will be as follows:- (description of job duties).

Unless stated as detailed in the Position Description

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

Please note that Section 82(8) of the *Accident Compensation Act 1985* (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 82(8), any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Lyndoch Warrnambool Inc. does not entitle you to compensation under the *Accident Compensation Act 1985* (as amended).

I acknowledge receipt of this document

DATED the _____ day of _____