



POSITION DESCRIPTION

Caretaker

Position Title	Caretaker
Organisation	Scouts Australia – Tasmania Branch
Location	The Lea Scout Centre, 330 Proctors Road, Kingston, 7050
Employment Status	Full time
Term	Permanent
Hours	38 hours per week plus additional weekend work as required.
Award	Hospitality Industry (General) Award 2010
Grade	Handyperson/Gardener Grade 2
Responsibility	The Caretaker is responsible for the day to day maintenance and up-keep of The Lea Scout Centre and Hobart Bush Cabins
General	<p>Scouts Australia – Tasmania Branch is the peak body for Scouts in Tasmania.</p> <p>The purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.</p> <p>The Scout movement in Tasmania has over 1800 members from all areas of the state all working together towards common goals.</p>
Primary Responsibilities	<p>1. Grounds and Maintenance</p> <ul style="list-style-type: none"> • Undertaking gardening and facility maintenance. • Arrange for the provision of all materials and equipment required to enable preventative maintenance. • Safely perform maintenance procedures. • Respond to urgent maintenance requirements (such as burst pipes, gas leaks, electrical faults) and take immediate action to obtain the required technical response. (This would include the engagement of contractors for emergencies) • Identify priority projects and areas in need of attention and provide advice to The Lea Board of Management. • Undertake regular safety inspections and reports. • Undertake a regular maintenance program. <p>2. Housekeeping (Assisting Cleaner as required)</p> <ul style="list-style-type: none"> • The preparation of facilities for all users, includes the cleaning of all areas, including cabins, huts, storm hut or ablution blocks and regular resupply of all consumables (toilet paper, hand towel etc). • Co-ordinating gas and fuel purchases, forwarding invoice documentation to The Lea Board of Management. • Be responsible for the provision of clean bed linen, towels etc to cabins. Arrange with service provider to ensure sufficient quantities are available.

Primary Responsibilities continued	3. Clerical and Administration <ul style="list-style-type: none"> • Depositing of monies as soon as practical to Scouts Tasmania State Office Manager. • Attend The Lea Service Crew and The Lea Board of Management meetings as required. • The admitting and checking out of groups using the Training Area, including inspecting sites, equipment and facilities for serviceability and cleanliness prior to the group's departure. • The allocation of sites/accommodation or cabins, the issue of keys, the issue of invoices, and the receipt of moneys from all users. • Reporting the need for major maintenance to The Lea Board of Management. • The ability to liaise with other staff, volunteers and all users of The Lea.
Qualifications	Qualifications relating to the key responsibility areas are desirable but not essential.
Other	<ul style="list-style-type: none"> • General Maintenance skills and experience • Basic computer and administration skills • Hold current Tasmanian Driver's License. • Hold a Working with Vulnerable People Card • Provide or be prepared to obtain current National Police Certificate.
This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.	