

# HURUNUI COLLEGE

## Groundskeeper/Cleaner Job Description

<b>Position:</b>	Groundskeeper/Cleaner
<b>Responsible to:</b>	Executive Officer
<b>Review:</b>	Annual
<b>Grade:</b>	One
<b>Hours per week:</b>	15 (estimated)
<b>Hourly Rate:</b>	as per Collective Agreement
<b>Weeks per year:</b>	40
<b>Status:</b>	Permanent
<b>Allowances:</b>	Clothing

*The Hurunui College Board is an employer party to the Caretakers, Cleaners, Canteen and Ground staff Collective Agreement and any incumbent is employed under its terms and conditions.*

Key Tasks	Desired Outcomes
<p><b>RUBBISH</b>                      Empty classroom recycling daily                      Empty outdoor rubbish bins daily                      Take rubbish to transfer station as required                      (additional hours if necessary)</p>	<p>Hurunui College is a clean, safe and tidy environment.</p> <p>Hurunui College is a warm working environment for all students and staff when they arrive.</p> <p>Swimming pool is maintained in an ideal condition throughout the season.</p> <p>The Hurunui College fields and school property edges are kept well groomed and usable at all times</p> <p>Hurunui College presents an attractive external environment for staff, students and visitors.</p>
<p><b>HEAT PUMPS</b>                      Term 2 and 3                      Turn on heat pumps daily (7.30am)</p>	
<p><b>SWIMMING POOL</b>                      Terms 4 and 1 (when open)                      Daily check of pool temperature and chlorine levels (8am)                      Remove covers if necessary.                      Check and clean toilets                      Collect all rubbish from in and around pool enclosure</p>	
<p><b>LAWNS</b>                      Hand mow steep grassed areas as needed                      Line trimming around fence lines, buildings, trees and drains.</p>	
<p><b>GARDENS</b>                      Weed gardens                      Apply mulch to gardens as needed                      Water gardens as needed                      Spray weeds as instructed</p>	

<p><b>GENERAL TIDINESS</b>  Keep all areas clear of leaves and rubbish.  All accumulated rubbish, stones, bark and debris to be cleared regularly from entrances, walkways and all public thoroughfares.</p> <p><b>CLEANING</b>  Clean gym toilets, change rooms and floors as needed</p> <p><b>MISC</b>  Sign in and out every shift  Apply salt to iced areas as needed in winter  Put up staff umbrella if needed in summer  Put out wet weather flags on lawns if needed  Remove sandpit covers each morning  Put up vehicle barrier each morning  Check exit doors are clear of hazards and sign off Argest register</p> <p><b>ADDITIONAL TASKS</b>  Additional tasks as directed by Principal or Executive Officer</p>	<p>Hurunui College is presented in a clean and tidy manner at all times.</p> <p>Hurunui College gym is clean, safe and hygienic for students at all times</p> <p>Hurunui college is safe and ready for each day before staff and students arrive</p> <p>Ensure Fire Exit Safety standards are met</p> <p>Priority needs of staff and students are met at all times.</p>
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Key Criteria for Role:

- Gardening
- Cleaning
- Fitness
- Time Management