Canterbury City Community Centre

Community Building Community

Position:	**Garden Care Team Leader – Part Time – Temporary**
Classification:	SCHADS Award Level 3 pp1
Hours:	25.5 hours per week worked across 3 days (8am-5pm with ½ hr break)
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 outcomes and activities may change over the course of the project. **Note that this position is temporary until 30th June 2027.**

Reporting & Organisational Context

The Garden Care Team Leader is responsible to the Board of Directors of Canterbury City Community Centre through the Garden Care Coordinator.

Project Objectives

To provide support to people over 65 residing in the Inner West and South West Sydney planning areas and assist in their independence and wellness by providing a Lawn Mowing, Easy Care Gardening and Garden Support service.

Knowledge, Skills and Experience

Essential Criteria:

- Empathy and understanding of issues impacting the frail aged, people with disabilities and their carers.
- Demonstrated experience in lawn mowing
- Demonstrated ability to work well with people from all backgrounds
- Demonstrated ability to coordinate job schedules, and to manage and reconcile client fees
- Demonstrated ability to maintain equipment
- Punctuality and reliability
- The ability to work alone or as part of a team
- Certificate III in Horticulture or equivalent
- Current First Aid Certificate or the willingness to obtain
- Class C Drivers Licence
- Certificate in Prepare & Apply Chemicals or willingness to obtain
- 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
- Speak a community language
- Confident in the use of electronic devices to update job information
- Be willing to negotiate flexible work practices.

Job Demands

Physical capabilities are required to meet the demands of the job and tasks undertaken.

The job requires manual handling and the physical capabilities include, but are not limited to:

- Kneeling and squatting
- Occasional awkward postures
- Lifting, pushing, or transporting of loads by wheelbarrow
- Stretching and using tools at a height above your head (use of ladders not permitted)
- Exerting force through digging and shovelling
- Exerting force through sawing or cutting
- Reaching, bending, pushing, pulling and repetitive actions
- Aerobic fitness and strength to shovel mulch into and off the ute, many times per day
- Loading, lifting and emptying buckets of mulch or garden waste
- Tying, lifting and transporting bundles of green waste

Principle Duties

Effective workplace relationships

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

Service Provision

Primary Duties

- Provide a high standard Gardening service to the allocated clients of Garden Care.
- Maintain tools and equipment belonging or used for the service
- Communicate with and collect money from Garden Care clients
- Report all client issues / grievances to the Garden Care Coordinator.
- Data entry using electronic device (iPad, tablet)
- Liaising with other Garden Care staff around service appointments
- Other duties relevant to the Canterbury City Community Centre Garden Care Service as determined by Garden Care Coordinators

Secondary Duties

- Attending Garden Care Team meetings when requested.

Financial Management

- Adhere to the Centre's Financial Policy
- Prepare and apply chemicals as required

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedures manual.
- Safe and competent use of gardening hand tools
- Safe and competent use of electric hedger, lawn mower and whipper snipper. Exert force to push lawn mower up ramp into ute

X _____ X _____

Employee's Signature Date

X _____

Employee's Name

X _____ X _____

CEO's Signature Date

X _____

CEO's Name

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