

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600
20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



Position Description

Position: Property Services Team Member
General Property Assistant
Campus: Narre Warren South
Employment Status: FTE 0.480
Reports Directly To: Property Manager

Ministry Specifications

Duties:

- Performing a range of security duties
- Regular cleaning of designated areas including classrooms, toilets and emptying of bins
- Performing a range of patrol duties, including checking for unlocked or open doors, windows etc., setting of alarms, responding to alarms and following emergency procedures
- Assist Property Services Team as required

Maintenance of the buildings and grounds

- Maintenance work and grounds work as required
- Regular maintenance schedule for equipment, buildings and grounds
- Oversee working bees - personnel, jobs, equipment
- Cleaning duties and supply ordering
- Security of school

Maintenance of the school vehicles

- Assist with weekly safety checks
- Assist with regular cleaning of vehicles
- Arrange repairs and services as directed

General

- Moving furniture and equipment
- Traffic control
- Set up, maintain and trouble shoot various Audio Visual, Sound, computer and other electrical equipment
- Assistance with Building Projects
- Other general duties
- To actively pursue best practice in the areas of responsibility

Inherent Requirements of the Position

Property Services Staff – General Property Assistant

- Lifting or carrying heavy items (assisted and unassisted)

- Contribute proactively to a culture of child safety
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- Working with cleaning chemicals
- Be correctly attired and equipped at all times
- Using manual and electrical tools
- Standing/walking/bending/kneeling for extended periods
- Using a ladder safely – climbing and working from heights
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.