

Job Description – Camp Geographe Groundskeeper and Equipment Officer

ROLE STATEMENT

This role will be available from January 2023 and may be combined with the Caretaker position.

To maintain the grounds and security of the Scripture Union campsite, to manage and maintain the equipment stored on site, and assist local camps in their equipment requirements, creating a pleasant environment that enables positive ministry programs.

Core Competencies

- General handyman and gardening skills
- Able to take directions from Campsite manager
- Able to work alone and unsupervised
- Able to prioritise maintenance tasks and work according to camp schedules and deadlines
- Able to relate in a positive manner with a variety of people
- Able to be flexible and adaptable
- Passion for ministry and camping programs
- Able to perform relief Campsite Manager duties as needed

Responsibilities

Maintenance of the Campsite

Outcome: To assist the Camp Geographe Manager to maintain the building and grounds of the campsite in a safe and attractive condition. Ensuring the security of the campsite

This will be achieved by:

- a) Performing general maintenance tasks on all buildings, equipment and grounds.
- b) Carrying out minor repairs to buildings.
- c) Liaising with tradespeople.
- d) Watering, pruning, mowing and weeding as necessary.
- e) Reporting any further maintenance needs.

- f) Being a visual presence to facilitate positive behaviour and campsite care by user groups and visitors along with being a visual deterrent to intruders and potential breaches of security.
- g) Report to appropriate authorities any damage or graffiti, and any unauthorised access to the site as appropriate.

Equipment Officer

Outcome: To prepare equipment bookings for camps being undertaken on site as requested. General maintenance and stocktake of all equipment stored at Camp Geographe.

This will be achieved by:

- a) Receiving and reviewing equipment orders from SU-run camps at the campsite
- b) Placing the required equipment in a safe and accessible place prior to the commencement of each camp and storing it away at the end.
- c) Maintaining and replacing equipment as necessary
- d) Liaising with the Equipment Officer in Perth for overall equipment needs and solutions.
- e) Working with the administration assistant in the Perth office for equipment bookings and enquiries.

Catering

Outcome: Quality-catering services are provided to campsite users when required.

This will be achieved by:

- a) Making sure all kitchen equipment is well maintained and in working order. i.e. fridge/s, freezer/s, ovens and cooktops, food preparation equipment and dishwasher.

Other duties include:

- a) Actively seek out opportunities to promote SU Australia; its programs and activities.
- b) Participate in joint activities as part of the staff team, i.e. staff conference, and staff commissioning day, staff days, spiritual retreat, AGMs and other events as negotiated.

- c) Link via Skype or similar means for necessary meetings.
- d) Other tasks as allocated by the West Zone Leadership - Resources Oversight.

Relationships

- Will relate positively with users of SU Camp Geographe.
- Work in partnership with the Camp Geographe Manager and Caretaker.
- Is directly responsible to the Senior Leader for Resource Oversight
- Is ultimately responsible to the Senior Leadership Team of SU West.

Conditions

- The position is 0.6 FTE – expected average of 22.8 hours per week.
- This position may be combined with the Geographe Caretaker role
- Annual leave pro rata, and sick leave accrued according to contracted hours.
- The position will include some after hours and weekend work.
- Hours are flexible.

Date: 15/11/2022