



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	February 2025
Position Title	Aged Care Centre – Casual Yards Person		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Band 1, Level 1-4 depending on skills and qualifications		
Salary	\$56,717.95 - \$69,177.49 per annum plus Superannuation		
Division	Community Services		
Section	HACC		
Location	NPA Region		
Employment Type	Casual – up to 38 hours per week – As required		
Hours of Duty	38 hours per week – As required		
Supervisor	HACC Coordinator		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community.

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

The position involves yard maintenance and gardening services to ensure client safety and maintain the Centre's gardens.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Collect and dispose of rubbish, and
- Upkeep the center's gardens including pruning, Whipper snipping, mowing and litter and weed disposal.
- Ensure client yards are well-maintained for safe access and egress.
- Take responsibility for the welfare, comfort, and safety of both clients and staff.
- Support group activities as needed.
- Assist with client transportation as required.
- Aid during meal service runs as required.
- Maintain water sprinklers, ensuring the grass remains green, neat, and tidy. Water garden beds and plants while adhering to water restrictions.

Weekly

- Hose down and disinfect bins after garbage is collected or taken to the dump.
- Assist other staff members with daily vehicle maintenance checks for all service vehicles.
- Maintain the yardman vehicle, including weekly pre-start checks, ensuring it is washed, cleaned, and free from damage.
- Ensure the center shed is kept clean, tidy, and organized.

Quarterly

- Gurney the exterior of buildings.
- Hose down, clean, and organize the outdoor storage container.
- Clean medical equipment such as wheelchairs, toilet commodes, shower chairs, etc.
- Clean ceiling fans and air conditioner filters.
- Maintain and clean exterior safety screens and concrete pathways.
- Perform other related duties as required.

Key Performance Indicators:

- Completion of all duties (as noted above) in a timely and efficient manner.
- Appropriate notification to supervisor in respect to work absences and leave requirements.
- Ensure punctuality by arriving on time for all scheduled shifts, and tasks, demonstrating reliability and commitment to the role.
- Being punctual helps maintain a smooth workflow and ensures that all responsibilities are completed on time.
- Compliance with all Council policies and procedures
- Compliance with the Council's Code of Conduct
- Compliance with relevant WH&S standards; Safe work practices developed and followed.
- Modelled high standard of behaviour and work effort for others to follow.

- Effective working relationships within team, Council staff and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

