



POSITION DESCRIPTION

Groundskeeper / Custodian

Samuel Marsden Collegiate School is seeking a full-time Groundskeeper / Custodian. The position has responsibility for the care of our grounds as well as providing custodial support on a day-to-day basis to the Facilities Manager.

Primary Responsibilities

- Turf maintenance of the sports field and other lawn areas, including marking lines for athletic track, cricket pitch, soccer field, and other sports areas
- Control of weeds, moss, and pests
- An eye for, and interest in, the general beautification of the campus, inside and outside the buildings
- Grounds equipment maintenance, including minor repairs to weed eaters, motor mowers etc.
- Upkeep of driveways and other sealed areas, including care of grounds seating, leaf blowing etc.
- Assistance with general custodial duties as required by Facilities Manager or Chief Operating Officer
- Assist Facilities Manager with building maintenance, including painting, and other custodial tasks.
- Assist with the removal to the workshop of furniture which is broken or in need of repair
- Assist with heavy lifting e.g. furniture shifting, arrangement of Cultural Centre and Marsden House, etc. for functions and meetings
- Rubbish removal, as and when required, and assistance to the Custodian when directed by Facilities Manager or Chief Operating Officer
- Ensure that all queries regarding the grounds and gardens are responded to promptly.
- Other duties – as directed by Facilities Manager or Chief Operating Officer

Qualifications and Characteristics

- Keep necessary certificates of competence and compliance up to date for machinery, fertilizers, chemicals, and other substances and tools of the trade
- Attention to detail
- Pride in appearance; project a positive image of the school
- Effective and helpful contact with all staff members
- Ensure that visitors feel welcome in and around the School