

POSITION DESCRIPTION:

MAINTENANCE OFFICER

JOB OVERVIEW:

To organise repairs identified / needed around the kindergarten as specified by the Lease Agreement with Bayside Council (16/12/04). Organise quotes for works where necessary. Report to committee on all identified issues. Organise working Bees.

KEY ACCOUNTABILITIES:

- Liaise with staff as to urgent maintenance repairs and upkeep of kinder buildings and grounds as required, including tools and equipment and then ensure the tasks identified are completed
- Liaise with Council Maintenance staff for any maintenance repairs listed as council duties as per Lease Agreement
- Organize four working bees per year
- Prepare a list of tasks to be completed at the working bees including the routine ones done every time
- Liaise with the Liaison Officers so they can notify / remind parents of Working Bee dates
- Report maintenance issues to committee tabling expensive issues for committee approval. Expenses more than \$200 need Treasurer approval
- Keep receipts or invoices for works performed or items purchased and organize finances / reimbursement with Treasurer

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

COMMENTS / ADDITIONAL INFORMATION:

- Key Relationships with all staff, committee members, parents and children of the kinder & with any tradesman associated with kinder & council Maintenance Team
- Ensure all receipts are kept
- A copy of the log should be tabled at the AGM
- You are required to undertake a working with children check (WWC)