

Position Description Buildings and Grounds Assistant

Title:

Buildings and Grounds Assistant

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To carry out various duties in and around the site to ensure the company's buildings and grounds are maintained to the standard required by a food production facility. Such duties include ventilation & extract maintenance, sanitation, buildings & grounds care & maintenance, and involvement with the pest management program.

Reports to:

Buildings and Grounds Team Leader

Direct Reports:

NA

Key Relationships:

Building and Services Manager
Plant Supervisors
Maintenance Staff
Plant Operators
Compliance Staff
Warehouse Staff

Authorities & Financial Responsibilities:

Amount of Dollar dimensions applicable to your job

<u>Amount</u>	<u>Comment</u>
NA	NA

Key responsibilities:



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IN DESCENDING ORDER OF IMPORTANCE DESCRIBE THE KEY IMPORTANT AND DISCRETE ACCOUNTABILITIES

Key Responsibility	% of time
Building Ventilation	50
Buildings and Grounds Cleaning/ Maintenance	30
Building inspection and maintenance	20

Key Result Areas (KRAs):

KRAs:	Measures:
Buildings and Grounds Cleaning/ Maintenance	• Routine and non-routine washing, sanitising and chemical cleaning of external plant and buildings. • Assist with maintenance of site grounds • Performing non-routine tasks for the engineering services department. • Any non-conformances associated with operations are reported to the Buildings and Grounds Manager • Assistance to the Team Leader for pest management and removal where required
Building Ventilation & Roof Spaces	• Building ventilation maintenance and cleaning is performed in accordance with standard operating procedures, with an emphasis on continual improvement • Annual and six-monthly filter changes • Buildings extract systems maintenance • Regular checks and cleaning of ceiling spaces and associated areas
Building Inspection	• Assist with building inspections to ensure that minimum hygiene and condition standards are maintained.
Health & Safety	Provide leadership and direction in matters relating to Health and Safety by understanding and implementing the requirements of the Health and Safety at Work Act, and Tatua's policy and procedures. This includes: • implementing and maintaining Tatua's safe working practices and procedures within your team and leading by example in all areas of health and safety; • ensuring team members understand, and comply with, any reasonable policy or procedure given by Tatua; • ensuring team members participate in Health and Safety training, meetings and events when required; • encouraging team members to be actively involved in hazard and risk identification, assessment and control; • following all reasonable health and safety rules and instructions; • taking reasonable care for your own health and safety at work and the health and safety of others; • taking reasonable care that your acts (or omissions) do not adversely affect the health and safety of yourself or others; • co-operating with any reasonable policy or procedure from Tatua, including wearing any necessary personal protective equipment and clothing; • reporting any potential or actual risks, injuries, work-related illnesses and incidents (including near misses) so Tatua can investigate, and eliminate or minimise harm or risk of harm.

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General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly
- To cease any operation if it is acknowledged the operation will affect product quality or is an environmental risk.
- To cease any operation if there is an acknowledged safety risk.

Knowledge/ Experience:

Essential

- Highly motivated, an ability to work with minimal management involvement and flexibility to handle change
- Excellent communication skills – written and verbal
- Good time management, self-discipline, priority setting skills
- Strong customer focus with a positive “can-do” attitude
- Good interpersonal skills with demonstrated ability to communicate effectively with a wide range of audiences using a variety of media.
- Ability to work independently or as part of a team
- Full driver’s license
- Proven success at building relationships and resolving issues with internal and external stakeholders

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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