



## ROLE DESCRIPTION

### DELIVERIES STORE PERSON / TRADE ASSISTANT

#### ROLE PURPOSE

The Delivery Store person / Trade Assistant works as a member of the Maintenance / Property Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the team is to deliver a broad range of services to support the School's educational mission. Within that context, this role focuses primarily on providing property support and service for approximately 400 employees and the day to day processes of the Property department.

Responsible for the receiving, delivery and storage of mail, parcels and sundry items across the 3 campuses of Knox Grammar School and all departments, staff rooms and common rooms each day including non-term time, the role will also include, providing assistance in the maintenance and repairs of the buildings across all School campuses and facilities.

#### ROLE RELATIONSHIPS

The Delivery Store person / Trade Assistant reports directly to the Maintenance Manager. The Delivery Store person / Trade Assistant will meet all day to day maintenance duties in co-operation with all Maintenance Team members. As with all School employees this role is ultimately responsible to the Headmaster.

#### ROLE ACCOUNTABILITY

The duties and responsibilities will include, but are not limited to:

- Inspect the vehicle prior to operation for safety purposes utilizing a designated safety check list, report any malfunctions; ensure the vehicle is in safe operational mode.
- Perform and/or coordinate basic vehicle maintenance; service vehicle with petrol, water and oil; clean exterior and interior of vehicles including picking up debris, sweeping floor, wiping upholstery and cleaning windshields and headlights.
- Maintain records such as incident and accident reports; report incidents which affect the safety of other driver, report mechanical defects and malfunctions to appropriate personnel.
- Receive and deliver all school incoming and interschool parcels, mail etc.
- Picking, packing, loading and delivering across three School campuses
- Maintaining accurate and complete logs of all deliveries.
- Collection of payments as and when required, including banking services for Finance.
- Represent Knox at all times in a professional and courteous manner.

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- Working as part of the broader school community to perform routine and unplanned maintenance as required.
  - Attend regular meetings with the Maintenance Manager to schedule the daily tasks from the Schools Job Watch system.
  - Identify cost efficiencies and process improvement opportunities associated with the function of the role.
  - Basic understanding of purchase/work order processes.
  - Participate in the emergency management processes for all properties.
  - Undertake functions/event set up as required.
  - Participate in all maintenance and improvement works.
  - Deliver and collect maintenance materials from suppliers.
  - Identify training and development opportunities and undertake professional development as required.
  - Communicate effectively with all staff within the Knox Grammar School community.
  - Ensure all interactions with colleagues, staff and visitors is courteous, with a service-oriented attitude.
  - Proactively ensure that all work undertaken meets the satisfaction of the internal stakeholders.

## ESSENTIAL CRITERIA

- A level of proficiency in a range of maintenance activities.
- Excellent attention to detail.
- Continuous Improvement mindset.
- Ability to work easily and effectively with a wide range of people.
- Ability to work in a very busy, ever changing environment, prioritise and manage multiple projects and responsibilities.
- Ability to be flexible, exercise sound judgement and problem solve.
- Good work ethic, reliable and honest.
- Willingness to work overtime when necessary.
- Ability to work autonomously or as part of a team.
- Driver's licence.

## DESIRABLE CRITERIA

- Experience working in facilities management and/or a school environment.
  - Trade qualifications or working towards a qualification.
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## Key Skills & Abilities

The following qualifications and experience are desirable but not mandatory for the role:

- Current C class manual drivers licence and good driving record.
- Warehouse experience.
- Good communication skills.
- Organisational skills and time management.
- Initiative in resolving difficulties.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Observe legal and defensive driving practices.
- Work independently with minimal direction.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely.
- Establish and maintain effective working relationships with those contacted in the course of work

## WORK HEALTH & SAFETY

Actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

## APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the person will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## TERMS OF EMPLOYMENT & REMUNERATION

The Delivery Store person / Trade Assistant is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

This is a permanent full-time position with hours split between the morning and afternoon. The morning will be dedicated to the delivery of all mail and packages to all three campuses. After deliveries are complete the incumbent will join the maintenance team for allocation of tasks. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary. The incumbent will need to complete a functional assessment prior to an employment offer

*Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation*

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