

## Garden Maintenance Volunteer - Beau's Pet Hotel

<b>Position Level</b>	Volunteer/Team Member	<b>Department</b>	Beau's Pet Hotel
<b>Location</b>	Adelaide	<b>Direct/Indirect Reports</b>	Nil
<b>Reports to</b>	Operations Supervisor, Beau's Pet Hotel		

### ■ Position Level Descriptor

A volunteer at the Team Member level is accountable for their own performance and undertakes specific tasks relevant to the role. Volunteers may be part of a team which combines paid employees and volunteers or may be part of a team of volunteers that work under the supervision of a paid employee. People at the Team Member level do not have any people reporting to them on a day to day basis.

### ■ Position Summary

The role of Garden Maintenance Volunteer – Beau's Pet Hotel is to support staff with the garden maintenance tasks of Beau's Pet Hotel. The Volunteer will work closely with the Operations Supervisor to ensure that the presentation of Central Bark and Beau's outdoor areas are maintained. The Beau's Volunteer will also assist in maintaining the overall presentation of the grounds of Beau's Pet Hotel. The Volunteer will be responsible for following strict procedures around manual handling procedures.

### ■ Position Responsibilities

#### Key Responsibilities

- General yard maintenance including mowing Central Bark and external yard lawns.
- Weeding and tidying up of play yards and garden.
- Maintaining overall presentation of the Beau's grounds.
- Ensure records are completed as necessary.
- Initiate and be actively involved in continuous improvement initiatives.
- Assisting with other related duties as required.

#### WHS

As a volunteer of GDSA/NT, you shall take reasonable steps to:

- Ensure the health and safety of yourself and others at all times;
- Comply with all GDSA/NT policies, procedures and reasonable instructions as advised,  
and;

- Participate in, and contribute to, all health and safety:
  - training;
  - forums for consultation;
  - risk assessments;
  - inspections and/or audits;
  - investigations, and/or;
  - other related activities, as advised.
- Report hazards, incidents and near misses to your Leader as soon as practicable, and within 24 hours, and;
- Demonstrate a commitment to fostering a positive, proactive work culture, particularly in relation to health and safety management.

## ■ Position Selection Criteria

### Technical Competencies

- Knowledge of safe manual handling practices.
- Experience with safe practices to operate lawn mower and shredder.

### General Competencies

- Ability to carry out work in a safe manner.
- Competent in working autonomously and unsupervised.
- Ability to follow both written and verbal instructions.
- Physically fit, with a safety mindset.
- Good communication skills.

### Qualifications/Licences

- Due to exposure to hair, dust, noises and odours, must be free from related allergies.

## ■ General Conditions

All Guide Dogs staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements, where required
- Adhere to the Values of Guide Dogs Association of SA/NT Inc. which are converted into the below behaviours and assessed on an ongoing informal basis, and formally through the Professional Development Plan process.
- Guide Dogs SA/NT is a smoke free workplace. This includes buildings, vehicles and events.

Accepted by Volunteer:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature                      Print Name

Approved by Manager/Supervisor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature

## Guide Dogs Association of SA/NT Inc. - Values

### **Achievement | Delivering outcomes**

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

### **Collaboration | Actively engaging with others**

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

### **Integrity | Ethical, honest and respectful**

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

### **Fun | Creating an energetic, enjoyable place for ourselves and others**

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

### **Innovation | Forward thinking**

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.