

# NAPIER CITY COUNCIL



## Position Profile

### KENNEDY PARK TOP 10 RESORT GROUND STAFF

**Responsible to:** Grounds Supervisor

**Department:** Services

**Staff Directly Supervised:** 0

**Total Staff Responsibility:** 0

**Date of compilation:** 24/07/2003, revised 13/12/2005

**Job evaluation:** Grade N/A

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#### *Job Description - Agreed:*

Job Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Manager – Tourism Services : \_\_\_\_\_ Date: \_\_\_\_\_

**PURPOSE:**

This position profile is designed to assist in your understanding of what is required to successfully complete your work. It is not designed to be a prescriptive all encompassing list of tasks. The Manager is appointed to manage the business in the best interest of Napier City Council. The Manager has the right to manage and the employee is required to follow the lawful directions of their manager.

To maintain grounds, buildings, plant and equipment to the highest practicable standard (as a minimum , to the relevant Qualmark standard).

“To be an effective member of the Kennedy Park team.”

Within the general function of this role, some specific tasks and responsibilities included in this Job Description may be amended by the employer from time to time, to reflect the on-going evolution of operational practices.

**POSITION RESULTS AND KEY TASKS:**

1. Lawns, gardens and trees to be presented and maintained in line with the Grounds Supervisor’s required standard
2. Building exteriors to be maintained and cleaned on a regular basis and as required
3. To follow the annual plan of required and preventative maintenance for buildings and grounds, including turf and plant care
4. Ablution blocks cleaned according to management policy, including extra cleaning and stocking at peak times
5. To be aware of all identified hazards that may effect themselves and the guest, and that all accidents, near misses, and potential hazards are reported to the Front Office Manager or Grounds Supervisor. Any immediate hazards to be eliminated, isolated or minimised if it is safe to do so.
6. Plant & equipment to be used and maintained in a proper manner to ensure long life of the equipment, and safety of staff and guests
7. Advise Grounds Supervisor or Manager of any matters requiring maintenance, and any ideas for improving Park facilities and service.

**ADDITIONAL TASKS**

1. Swimming pool – to be cleaned and maintained in accordance with agreed policy and to meet all statutory and local body standards
2. Chemical and cleaning supplies to be stored and handled in a safe manner
3. Refuse to be collected and disposed of in a timely manner at an authorised site
4. Acknowledge guests at all times, and be available for guest assistance and enquiry
5. Recycling depots and system to be used and monitored.

**DIMENSIONS**

Kennedy Park can be a very busy accommodation facility, open 365 days per year and with a wide range of clientele expectations. Business is seasonal, with very high peaks throughout the year, and other times of low demand. Ground Staff must be aware of this in relation to his/her own working hours, and timing of leave. Public holidays, special events, school holidays and the summer season are our busy times, and require the presence of Ground Staff.

## **RELATIONSHIPS**

### **Internal**

Manager, Office Staff, Housekeeping Supervisor and Assistant Supervisors, Grounds Supervisor, Food & Beverage Co-ordinator, Restaurant Staff, Housekeepers.

### **External**

Clients, contractors, suppliers.

## **DESIRABLE EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES**

### **Experience**

- general trade or contracting
- gardening, lawn care
- commercial cleaning
- swimming pool maintenance
- customer contact

### **Skills**

- cleaning techniques, equipment and chemical knowledge
- time management and organisation
- handyman
- hand and power tool operation
- tree, garden and/or turf maintenance

### **Personal Attributes**

- reliable, healthy, honest
- assertive, confident, amiable
- attention to detail
- high standards of presentation
- able to work alone or with others
- commitment to safe work practices

## **PERFORMANCE EVALUATION**

The performance of the incumbent will be monitored regularly and formally evaluated on an annual basis. The evaluation will be carried out by the Grounds Supervisor.