



POSITION DESCRIPTION

Gardening & Farm Assistant

Division: Benetook Farm

Reporting to: Farm Coordinator

Employment: Full Time or Part Time

Remuneration Package Range: \$xx- \$xx per annum inclusive of all benefits and superannuation.

Primary Objectives

The Organisation:

Sunraysia Residential Services Inc. (SRS) is a not-for-profit community organisation providing aged care and disability support for over 40 years. Our core services are to provide supports in-home, assistance with accessing the community, capacity building day programs and providing award winning accommodation for a short or long-term basis.

The Role:

The Gardening & Farm Assistant is responsible for maintaining internal and external aspects of SRS Benetook Farm to the high standards of SRS of presentation and safety for all visitors, participants and staff.

The Gardening & Farm Assistant is directly responsible for: maintaining operations of Benetook Farm, improving efficiencies, involvement in development projects (as directed) and repairs and maintenance work at the farm. A key component of this role is being able to get things done and make things happen to achieve meaningful activities for people with disabilities, whilst increasing production and the growth of the business. A large component of this position involves working outdoors, hands on and autonomously, with minimal supervision. There will be some weekend and after hours work requirements.

SRS is a paperless organisation and all administrative work processes are completed via email and over the phone. The Gardening Assistant will be required to be able to utilise the emailing function on his/her mobile phone.

Position Purpose:

The Gardening & Farm Assistant will maintain and further improve the gardens and grassed areas of SRS Benetook Farm and ensure that all



POSITION DESCRIPTION

	surrounds are welcoming and tidy. The upkeep of these surrounds is pivotal in maintaining a professional image and providing a safe and welcoming environment for the people that visit the farm. The Gardening Assistant is also required to undertake regular and routine maintenance checks of SRS Benetook Farm. These works include conducting internal and external occupational health and safety checks and may include but not limited to: • Air-conditioning systems (ducted & reverse cycle): Remove & clean system filters and screens, • Sprinkler system service and repairs, • Cleaning fans and vents, • Cobwebs and external exterior washing down, • Cleaning of Roof Solar Panels, • Pest spraying and baiting.
Key Selection Criteria	1. Experience in farming, gardening, growing fresh produce. 2. High level maintenance and gardening skills. 3. Ability to contribute to a team environment, be a team player and add value to the team. 4. Must be willing to take on responsibility, be confident at working independently and have the knowledge, experience and initiative to plan an effective, undirected day's work. 5. Must have good observation and deduction skills and the ability to act appropriately when situations arise. 6. Good communication skills with the ability to express oneself clearly and offer an opinion able to be supported through discussion and debate 7. Able to take constructive direction in a positive manner. 8. Plant and equipment operation 9. Reliable – completing work in a timely manner 10. Ability to carry out regular roster tasks and manage additional priority adhoc tasks. 11. Ability to prioritise work and exercise discretion. 12. Attention to detail. Initiative to see and fix concerns as they arise. 13. Well-developed positive communication and numerical skills. 14. Ability to work under limited or no supervision. 15. Basic computer skills including email (Microsoft Outlook) and Microsoft Excel.



POSITION DESCRIPTION

	16. Mature mind set, self-driven, trustworthy, efficient and responsible.
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Specific Accountabilities	<u>Responsibilities</u> <u>Maintenance:</u> • Maintenance of all garden/external areas of the farm. • Assist and identify maintenance, repairs and development on the property. • All routine internal and external occupational health and safety tasks. Mentor safe work practices and uphold OHS policies and procedures reflective to the farm. • Work with people with disabilities, encouraging participation and training. • Complete all requested repairs and maintenance jobs within 2 weeks of notification. • Urgent jobs to be completed within 4 hours of notification. • Abide by safe handling practices when handling and administering chemicals. • Ensure that at all times work is carried out in a manner which complies with the requirements of the Health and Safety Act and SRS policy and procedures. • Identify and report any issues or concerns at any time to the Farm Manager. <u>Layer Hens</u> • Day to day management of chickens as directed by the Farming and Sales Coordinator or Farm Manager. This may include (but is not limited to): collecting and candling eggs, feeding and vaccinating poultry, cleaning. Ensuring that duties are carried out in an efficient manner. • Cleaning pens, nesting boxes and sheds • Conduct maintenance and repair of facilities and equipment, such as chicken houses, automatic feeders and layer nests. • Paddock management – weed management. • Operating equipment (example tractor slashing, tillage, weeding paddock) • Feeding birds • Shed ventilation management (days above 33 degrees – shed fans and shed roof sprinklers must be utilised).
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POSITION DESCRIPTION

- Check and repair any broken drinking waterlines each day – dump water to check.
- Walk floors and slats to find eggs and dead birds, twice a day.
- Disposal of deceased birds.
- Flock health – complete animal health status checks and maintain accurate records in accordance with quality standards and legislation. Provide care to injured or ill animals.
- Keeping the paddocks, sheds and pens pest free (rodents, snakes, cats, foxes etc). Implementing measures to minimize and reduce pests.
- Be familiar with and use workplace sanitisation practices to prevent spread of disease.
- Record keeping.

Egg Collection and Processing

- Collection and sorting of eggs (for size, cleanliness, misshaped, cracks, imperfections (candling), cleaning eggs as per egg sanitisation process.)
- Quality control – ensuring that eggs are cleaned and packaged correctly.
- Recording daily data logs such as cool room temperature, egg collection data and sales data.
- Stocking the self-service fridge
- Supporting participants engaged in social enterprise to conduct local egg deliveries (driving egg delivery vehicle).
- Liaising with businesses/customers regarding wholesale egg orders.

General Cleaning

- Clean work rooms and toilets
- Empty rubbish
- Help maintain & clean floors and surrounds.
- Maintain a safe, clean and organized work area at all times
- Reporting any complications to Management.

Pets:

- Feed and check on the pets daily.
- Ensure fresh drinking water available.
- Monitor animal health and report any sickness/illness.



POSITION DESCRIPTION

- Humanely dispose of deceased animals.
- Clean animal enclosures regularly.

Sales and Tourism

- Develop sound working relationships with farm suppliers and the business community.
- Promote tourism and welcome visitors to Benetook Farm.
- Greet visitors and provide information – self guided tour map and feed for the animals.
- Assist with bike usage
- Promote sales of all items produced, grown or recycled.
- Accept and sort donated items
- Display and organise items for sale.
- Assist with all functions and events held at the farm
- Attend functions and events held at the farm
- Promote and market events
- Set up and pack up the stall at the Sunraysia Farmer's Market on a rotating roster (Saturdays (as per Farmer's Market Schedule), set up at 7.30am, pack up 12 noon).
- Identify and report any issues or concerns at any time to the Farm Manager.
- Train new workers when required.

Gardens and Plants/Vineyard/Maze/Vegetable Garden/Strawberries:

- Water and care for the plants.
- Check the garden and support farm participants engaged in social enterprise to pick produce if required.
- Weed gardens
- Identify any areas that require maintenance or sprinklers that are not working to capacity.
- Conduct repairs and maintenance as required.
- Preparation of soil for planting – fertilizer, weeding.
- Tractor and equipment operation (lawn mowers, whipper snipper, chainsaw, dingo digger, drills, etc.)
- Pest and disease management.

Events and Functions:

- Assist with all functions and events held at the farm.
- Attend functions and events held at the farm.



POSITION DESCRIPTION

- Promote and market events.

Administration:

- Checking emails for updates and important messages.
- All timesheets and rosters for the FA are to be completed using the online rostering and timesheet system - Prosims.

General:

- Complete all jobs within allocated timeframe for completion. Advise within 24 hours if unable to complete job, or if there will be a delay with completing the task.
- Report all hazards, risks or occupational health and safety issues including general maintenance to the Team Leader/Manager of that relevant property.
- Supervise, train or mentor volunteers, work experience students and corrective services.
- Welcome visitors to the farm and provide guidance and information, which may include conducting tours.
- Create a positive working environment
- Promote SRS's services in a positive manner
- Comply with SRS Policies and Procedures at all times.

Key Performance Indicators

- Completing all jobs in a timely manner
- Working within budget
- Quality of work completed (visual inspection of jobs/gardens)
- Coordinate and approve works completed by other contractors
- Complete the monthly task list with the Administration Assistant on status of tasks or advise of reason for non-completion
- Work in accordance with the SRS Policies and Procedures.

Occupational Health & Safety

- Follow all health and safety policies, procedures, practices, instructions and rules at all times.
- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensures your own personal health and safety, and that of others in the workplace and general public.



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	• Regularly inspect the workplace and immediately report all known or observed hazards or incidents that may cause harm or represent a threat to public safety to your Coordinator. • Not wilfully or recklessly interfere with or misuse safety equipment
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Conditions of Employment	<u>Qualification/Experience</u> • Qualification in a trade desirable, but not essential. • Certificate in Disabilities, Hospitality, Animal Care, Gardening desirable but not essential. • Certificate in Agriculture, Farm Management, Mechanics, OHS, Building - desirable but not essential. <u>Employment Conditions</u> The terms and conditions of employment at SRS are in accordance with the Employment Agreement and SRS policies and procedures. • Probationary Period - The first three (3) months of your employment is a probationary period. A Qualifying Period of six (6) months applies to your employment. After the 3-month probationary period is completed, one weeks' notice is required by either party upon termination in the final 3 months of the qualifying period. • Victorian Working with Children Check – All appointments are subject to a clear Working with Children Check. The appointee is required to provide details of the Working with Children Check to Human Resources. • NDIS Worker Screening Clearance (if engaging in a Risk Assessed Role) – NDIS Worker Screening clearance includes Police Record Check, • Police Record Check – ONLY if NDIS Worker Screening Check is not needed for the role. • Disqualified Carer Checks - Victoria Carer Register (ONLY for staff who are supporting Children UNDER 18 YEARS funded through DFFH – Victoria), • Current Driver's License, • Two (2) Professional References, • First Aid Certificate, • Notification of COVID 19 vaccination status, • Occupational Health & Safety – To adhere to SRS OH&S policies, procedures and guidelines at all times.
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	• Smoke free environment – All SRS sites/properties are a smoke free environment. If you smoke you must organise unpaid breaks and adhere to the SRS policy. • Qualifications - The successful applicant will be required to substantiate formal qualifications. • Remuneration - is according to an Individual Contract with Salary Packaging included. • Training - All employees are required to undertake training as deemed by Managers that is appropriate to their position, responsibilities and needs, • Fundraising – Fundraising is an integral function at SRS. All staff is required to assist and be actively involved in volunteer events and functions and lead by example at all times, • Hours and Place of Employment - Making appointments with participants and their representatives to suit their individual needs will require flexibility in working hours and locations. It is recommended that meetings are conducted at a location agreed by both parties. Hours include office based administration hours and direct contact hours in the field providing supervision, mentoring and training plus meeting and greeting families and the people we support.
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