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| **Horticulture Traineeship**  **Position Description – Casterton Memorial Hospital** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities | |
| **Employee Name:** | **Date PD Issued: 06/12/2024** |
| **Position: Horticulture Trainee** | |
| **Host Employer: Casterton Memorial Hospital** | **Supervisor: TBA** |
| **Host Employer Address:** 63-69 Russell St, Casterton 3311 | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kim Cameron – 0408 948 248** | |
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| **Tasks Involved:**   * Plant trees, bushes, shrubs, trees and flowers   • Mowing fairways, rough and greens   * Bunker raking and upkeep   • Greens maintenance, aeration, pitch repairs   * Assist with ongoing fertilising/spraying schedules * Assist in irrigation maintenance and watering programmes * Install irrigation systems and water features * Use of lawn mowers, clippers and trimmers * Plant turf | |
| **Work Conditions:**     |  | | --- | | At Casterton Memorial Hospital (CMH) we pride ourselves on our teamwork and shared commitment to providing person-centred, high-quality healthcare to the Glenelg Shire community. We encourage and celebrate diversity, inclusion and accessibility for our staff, consumers and visitors and are dedicated to living our values of: **T**rust, **R**espect, **H**onesty & **I**ntegrity, **C**ollaboration & **E**ngagement, and **S**ustainability.  Servicing a population of approximately 4,000 people in Western Victoria, CMH provides Acute Care, Primary Care, Aged Care and Allied Health Services to the local community. To find out more information about CMH please visit: https://castertonmemorialhospital.com.au  Joining the CMH team presents an opportunity to advance your career while maintaining a great lifestyle and work / life balance. You will be close to the Grampians National Park and beautiful beaches in Warrnambool, Port Fairy, and Portland. CMH is also less than 45 minutes from one of Australia’s most celebrated wine regions. | | |
| **Personal Requirements:**   |  | | --- | | **Be Yourself** - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to CMH. We encourage individuals from First Nations communities, those who identify as LGBTQIA+, people of all ages, individuals with disabilities, and those from culturally and linguistically diverse backgrounds to apply. | | |
| **Key Responsibilities**   |  | | --- | | Responsibilities can include, but are not limited to;  • Primary duties are tasks relevant to the Property Maintenance Contract Service and maintenance services as directed  • Assist in routine maintenance  • Be aware of Hospital policies and procedures, and act in accordance with such policies and practices  • Co-operate with other staff and ensure strict economy in the use of supplies and equipment  • Day-to-day duties to be delegated by the Maintenance Supervisor according to priorities and preferences relating to various maintenance programs  • Undertake any other associated duties as delegated by Management at any time  • Be aware of and participate in Quality Improvement programs within the Maintenance Department  • Perform self-evaluation by way of Performance Appraisals with the Maintenance Supervisor  • Ensure a sound knowledge of Occupational Health & Safety, Infection Control and privacy principles | | |
| **Qualifications and Licences Required:**   * A current Victorian drivers licence (or in process of obtaining preferably manual) | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information**   * **Hours Per Week : 38** * **Days per Week: (e.g. Mon-Fri) – Full Time**   **Award / Agreement:**   |  | | --- | | * Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) Single Interest Employers Enterprise Agreement 2021-2025 |      * **Superannuation: 11.5%** * **Commencement Hourly Rate: According to Award** * **Allowances – As per Award** | |
| **Copy to: 🗌 Employee 🗌 Host Employer 🗌 Main File** | |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_