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## General Hand

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The College is seeking an energetic and reliable General Hand to join its staff team in a part time capacity.

### **Primary Purpose:**

The General Hand will be responsible for providing grounds and maintenance support to the Facilities Coordinator.

### **Major Responsibilities**

The General Hand is responsible to the Principal through the Facilities Coordinator for:

- Grounds maintenance tasks including foliage control of the gardens and lawns
- Handling, storing and distributing goods and materials
- Facilitating venues set ups and movement of equipment as required
- Assist with basic building maintenance
- Ensure grounds are kept tidy including but not limited to picking up and placement of rubbish/recyclable materials in appropriate bins

### **Essential Criteria:**

- Energetic and flexible with a reasonable level of fitness
- Demonstrated experience in grounds keeping and/or general building maintenance
- Ability to work individually and as a member of a team
- Time management skills
- Ability to take initiative and use discretion whilst undertaking routine duties as a general hand.
- Be a committed Christian and active member of a church.

### *Desirable qualifications:*

- Pesticide and Handling Certificate
- Driver's License

#### **Vision**

To be a vibrant learning community where every member is valued, high standards of character, behaviour and relationships are set and Christ is honoured

#### **Mission**

To grow and nurture Excellence, Wisdom and Service

<b>Status</b>	Part Time (Term Time) – Temporary for 2019
<b>Hours Required</b>	7am – 3pm
<b>Days Required</b>	Two days per week (Friday plus one other week day)
<b>Commencement Date</b>	29 January, 2019 (or as soon as possible after this date)

**Submitting an application**

Applications will only be considered if the relevant “Application for employment – Support staff” form and Working with Children Check is completed and disclosed on your application.

The “**Application for employment – Support staff**” form and link to the relevant Working with Children Check can found under the “Employment” tab of our website, [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

Please forward your application marked “Private and Confidential” to:

Principal Mrs Naomi Wilkins  
Oran Park Anglican College  
60 Central Ave  
Oran Park NSW 2570

E: [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au)

W: [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

**Applications close when position filled.**

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