

# Prize Home Facilities Coordinator

## Success Profile

<b>Your division</b>	Sales and Marketing
<b>Your team</b>	Lotteries
<b>You report to</b>	<b>Project Manager- Lotteries</b>

### PURPOSE OF THE ROLE:

Endeavour Foundation conducts seven-million-dollar Prize Home Lotteries each year to support people with an intellectual disability to live their best life. Each home is professionally designed and furnished, ready for the lucky winner to move in.

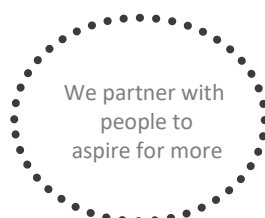
Operating under the general direction of the Project Manager – Lotteries, the Prize Home Facilities Coordinator will contribute to the maintenance and presentation of property equipment, gardens, and landscape at both new and existing Prize Homes. This role will ensure facilities and gardens are consistently well maintained to a high standard, attend to repairs and general maintenance issues, coordinate external contractors and achieve high safety standards and outstanding customer service.

### ORGANISATIONAL PROFILE

#### PURPOSE



#### MISSION



#### VALUES



#### VALUES BASED LEADERSHIP



### KEY SUCCESS AREAS

<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Committed to working within Endeavour Foundation's Work, Health and Safety policies and procedures and contributing to our aspiration of Zero Harm within the workplace.</li> <li>Undertake work in a manner that is not harmful to your health and safety and the health and safety of others.</li> <li>Monitor workplace conditions and identify and report potential hazards, incidents and any work related or personal injury or illness (where it may affect your ability to work safely).</li> <li>Demonstrate safety is a priority by attending and actively participating in all OHS and other mandatory training programs.</li> </ul>
<b>PEOPLE EXCELLENCE</b>	<ul style="list-style-type: none"> <li>Ensure the customer and supporter is at the heart of everything we do.</li> <li>Demonstrate a customer-centred approach to all interactions.</li> <li>Build and maintain trusted relationships suppliers and trades to ensure work is delivered to a high standard, on time and within budget.</li> <li>Foster a culture of collaboration, support the co-create and co-deliver approach across and within the business, ensuring you understand the commitment to shared goals.</li> </ul>

	<ul style="list-style-type: none"> <li>Participate in team building activities, including actively participating in the Performance Partnerships program to ensure individual and team key performance indicators are achieved, and Endeavour Foundation's values and behaviours are consistently demonstrated.</li> <li>Take a proactive approach to on-the-job training to ensure knowledge and skills are industry standard.</li> </ul>
<b>OPERATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>In consultation with the Project Manager – Lotteries, develop a weekly schedule for the day to day maintenance and gardening requirements of Prize Homes.</li> <li>Maintain and care for the gardens of the Prize Home including upgrading landscapes, pruning, weeding, and mowing.</li> <li>Liaise with and monitor external contractors to ensure work is delivered to a high standard, on time and within budget.</li> <li>Conduct exterior cleaning of Prize Homes including external house and window washing, gutter cleaning and pressure cleaning of driveways, decks, and pool areas to a high standard.</li> <li>Conduct pool cleaning and servicing including testing chemical levels, cleaning filter cartridges and cleaning the top and bottom of the pool.</li> <li>Reschedule work around natural events to ensure Prize Home is kept at a high standard for opening times</li> <li>Install and remove signage as per permit requirements around Prize Home opening and closing periods.</li> <li>Ensure all gardening and maintenance machinery and equipment is used, stored, and maintained correctly.</li> <li>Stocktake signage and other Prize Home marketing collateral.</li> <li>Relocate of Prize Homes sales and marketing equipment to new Prize Homes.</li> <li>Build and maintain trusted relationships with the Council to consult about parking issues and impacts to the Prize Home.</li> </ul>
<b>FINANCIAL SUSTAINABILITY</b>	<ul style="list-style-type: none"> <li>Support operational viability through continuously identifying opportunities to increase efficiencies.</li> <li>Seek opportunities to minimise expense wherever possible.</li> </ul>

## WHAT YOU NEED TO SUCCEED

<b>CAPABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to cover a number of duties including maintenance, grounds, and cleaning to a high standard.</li> <li>Ability to operate and maintain gardening and maintenance machinery and equipment in accordance with OHS expectations and guidelines.</li> <li>Ability to establish and maintain effective professional relationships with key internal and external stakeholders.</li> <li>Ability to work unsupervised, prioritise and complete tasks in a timely manner.</li> <li>A genuine commitment to the purpose and values of the organisation.</li> <li>Seek, listen to and act on feedback, work as part of a team, support the achievement of team goals, co-operate, and communicates with colleagues.</li> </ul>
<b>SKILLS &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Certificate II or III general maintenance and /or horticulture would be desirable.</li> <li>Carpentry and handyman skills to complete repair work and maintenance work to a professional standard.</li> <li>Demonstrated written and verbal communication skills to ensure clear and concise information is presented to the team, leader, contractors, and supporters.</li> <li>Excellent problem solving and technical skills to identify and address maintenance, contract and scheduling issues and develop solutions.</li> </ul>



	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Suite of Programmes and systems relevant to the role to ensure work is completed in a professional, accurate and timely manner.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience working as a handyman or in a maintenance position.</li> <li>• Experience with basic landscaping and gardening maintenance.</li> <li>• Maintenance skills and experience that would enable the completion of minor maintenance projects.</li> <li>• Knowledge and skill in operating small machinery e.g. powered hand tools, lawn mower, etc.</li> <li>• Demonstrated experience liaising with suppliers and trades to ensure work is delivered to a high standard, on time and within budget.</li> </ul>

