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| | Riverside Resort @ Port<br><br>POSITION DESCRIPTION |

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| Position | Riverside Resort Groundskeeper |
| Reports to | Riverside Resort Managers |
| Division | Administration and Finance |
| Grade | Gardener Grade 3 |
| Effective date | November 2026 |
| Hours | Guaranteed 20 Hours per week, additional hours may be available |

## ORGANISATIONAL AND PURPOSE CONTEXT

The Riverside Resort @ Port is a unique boutique motel and caravan park located on the Hastings River in Port Macquarie. This permanent, ongoing role will provide a regular weekly 20 hours per week, with flexibility for more hours based on season, weather, and park expansion..

The Groundskeeper will effectively support operations and maintenance of the Riverside Resort in accordance with the instructions of United Services Union Management. They will maintain the grounds of the motel and caravan park as to surpass the needs and expectations of guests.

## KEY SELECTION CRITERIA

Will need to be an Australian Resident or have working rights with no restrictions to be able to apply for this position, and must hold a current Australian drivers' licence.

A medical fitness test will be required.

## ESSENTIAL CRITERIA

The successful candidate will possess the following abilities and qualities:

- Fit for work' and able to meet the physical demands of a labour-intensive role
- Experience in ground, gardens, landscaping, and general property maintenance will be highly regarded
- Flexible attitude, sound work ethic and the ability to work within a team
- Ability to work independently and unsupervised
- Driver's license
- Enjoy working outdoors
- Commitment to a safe working environment, including following established safety procedures

## DESIRABLE CRITERIA

- Experience operating and maintaining various plant associated with grounds maintenance, including ride-on lawnmowers, two-stroke engine and electric trimmers and tools
- Experience with minor maintenance of fixtures and mechanisms found through a motel, caravan park or home, including door hinges and locks, minor carpentry, changing washers in taps, etc.

## RELEVANT POSITION INFORMATION

- This position is located at the Riverside Resort @ Port in Port Macquarie.
- The position requires 25 hours per week, with flexible scheduling arrangements and shift lengths

## EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Must take all reasonable measures to ensure the prevention of bullying, harassment or discrimination of guests and fellow employees and ensure compliance with Equal Employment Opportunity legislation and any relevant Policy and or Codes of Conduct.

## DUTIES

- Follow the directions of the General Secretary
- Maintain the park's appearance to a high standard
- Assist with providing a safe environment
- Follow a program of works for grounds
- Assist with the maintenance of grassed areas, gardens, mulching, trimming, watering, and weeding to maintain a high standard of the property
- Complete minor maintenance tasks as requested
- Assist cleaning amenity blocks and BBQ areas
- Assist monitoring and managing rubbish bins
- Other minor tasks as requested

## SIGNATURES

Job Occupant: _____ Date: _____

Divisional Manager: _____ Date: _____