

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

JOB TITLE:	Maintenance & Grounds Assistant
LOCATION:	GSPCA
ACCOUNTABLE TO:	GSPCA Manager, daily supervisor is the Property Manager
RESPONSIBLE FOR:	Crematorium Service

B. OVERALL PURPOSE OF THE JOB

To ensure the Shelter buildings, vehicles and grounds are kept clean and tidy as well as Shelter buildings and equipment are maintained. To establish and maintain good customer care and relations and to undertake and complete all relevant administrative procedures in accordance with prescribed practice.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager and Supervisors:

1. Staffing

- i. To ensure animals are moved correctly and assist staff with these duties when required.
- ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public whilst carrying out any duties. Reporting any accidents or incidents promptly and correctly in accordance with the GSPCA procedures.
- iii. Implementation of practical, day-to-day coaching and support to staff within the facility when required.

2. Animal Welfare

- i. There may be occasions when you are required to help the Shelter with duties that involve the caring of animals or similar.

3. Receipt, Assessment and Disposal of Animals

- i. To assist as an agent of the GSPCA when required to do so by a Veterinary Surgeon on GSPCA business.
- ii. Ensuring all animals collected are transported in accordance with the GSPCA procedures in a caring and humane method, as requested by the Receptionist or Management.

iii. Carcass and "Sharps" disposal in accordance with current procedures.

4. Security and Upkeep of Equipment

i. Regular inspection of all equipment within the vehicle/facility, with early reporting of any defects or deficiencies found.

ii. Ensuring that the vehicles/buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.

iii. Ensuring the security of vehicle/facility entrances, buildings and contents at all times.

iv. To ensure the grounds are maintained, cleaned and kept in a presentable manner.

v. To ensure all stock required is kept to acceptable levels.

vi. To carry out projects as required such as building enclosures.

5. Public Relations

i. Ensuring that good relations are maintained and a professional, caring, compassionate image in all duties.

ii. To ensure all uniform, appearance and vehicle procedures are adhered to and promote the good name of the Society.

iii. To liaise with contractors when required to carry out work on site in liaison with the Property Manager and GSPCA Manager.

iv. Assistance to the GSPCA Manager in the organisation of fund-raising and publicity events for the Centre and with visits by schools or other groups.

6. General

i. To participate in any relevant training that the Society may determine is necessary.

ii. To help with the cremation facility when required.

iii. Any other duties as directed by the GSPCA Manager.