

POSITION DESCRIPTION

Position:	Kaitiaki – Caretaker (Property)	
Team:	Te Taituarā	
Reporting to:	Kaihautū, Service Manager – Te Taituarā	
Hours of work:	Casual, as required	
Job Purpose:	<p>To ensure the buildings, facilities, equipment, furniture, fixtures and resources at all Te Oranganui property are clean, operational, secure and maintained to a high-standard.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Deliver safe and high-quality caretaking (including cleaning, maintenance repairs and gardening) services • Perform security checks at all Te Oranganui sites that protect self and others from harm • Manage works orders and keep up-to-date property and maintenance records and reports all completed repairs and maintenance to Kaihautū-Service Manager • Help manage the upkeep of all Te Oranganui fleet vehicles 	
Accepted by:	Employee Signature:	Date:

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

- | | |
|------------------|------------------------------|
| Te Waipuna | Medical Centre |
| Te Taihāhā | Disability Support |
| Waiora Hinengaro | Mental Health and Addictions |
| Toiora Whānau | Whānau & Community |
| Te Puawai Whānau | Tamariki & Whānau |
| Waiora Whānau | Health & Wellbeing |
| Te Taituarā | Business Unit |

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission Statement

To empower whānau into their future

Values

Tika

Whānau ability to attain wellbeing is a fundamental right.

Whānaungatanga

We acknowledge whānau are the experts in their own lives. We care what whānau have to say about our services.

Pono

Our delivery and commitment to whānau, each other, and our partners is underpinned by Mātauranga and Kaupapa-Māori.

Kotahitanga

We are working for a common cause to effect positive change fir the whānau we serve

Key Result Area 1. Maintenance duties

- 1.1 Develop regular property inspections to ensure all Te Oranganui sites and resources are kept safe and well maintained
- 1.2 Inspect all Te Oranganui sites to identify any areas requiring cleaning, repairs or maintenance
- 1.3 Ensure all Te Oranganui pathways and carparks are kept free from litter and debris
- 1.4 Attend to all general maintenance and minor repairs, not required to be undertaken by a tradesman
- 1.5 Report back any major repairs which may require a tradesman, e.g. window replacements
- 1.6 Ensure that any additional work has prior managerial approval before commencing work
- 1.7 Manage works orders and keep up-to-date property and maintenance records, as well as report all completed repairs and maintenance to Kaihautū - Service Manager
- 1.8 Support the maintenance and upkeep of Te Oranganui fleet vehicles including cleaning, servicing, liaising with Toyota for servicing.

Key Result Area 2. Health, Safety, Wellbeing & Whanaungatanga

- 2.1. Displays commitment through actively supporting all safety and wellbeing initiatives.
- 2.2. Promotes a culture that supports and values health, safety & wellbeing in conjunction with Te Oranganui core values.
- 2.3. Complies with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
- 2.4. Reports all incidents/accidents, including near misses & recognition in a timely fashion.
- 2.5. Is involved in health and safety through participation and consultation.

Key Performance Indicators

- 1.1. Active reporting and recording of Health, Safety & Wellbeing activities
- 1.2. Regular engagement with Health, Safety and Wellbeing rep &/ or discussions
- 1.3. Ensure all incidents, injuries and near misses are reported into our H&S reporting tool

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, pōwhiri, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Provide reception cover as and when necessary including (but not limited to) rest and meal breaks or to cover planned and unplanned leave.
- Comply with and support all health and safety policies, guidelines and initiatives.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed

PERSON SPECIFICATION

Qualifications & requirements

- Demonstrated competence and skills in caretaking and grounds maintenance
- Experience as a caretaker or similar role

Knowledge skills & experience

- Ability to use equipment, appliances, tools and products to deliver safe and high-quality caretaking services
- Ability to work safely and independently with limited supervision
- Excellent listening, oral and written communication, interpersonal, time management and organisational skills.
- Basic computing skills
- A proactive approach to problem solving
- Understanding of and commitment to Te Tiriti o Waitangi

Personal Attributes

- High levels of personal and professional integrity
- Capacity to problem solve
- Ability to work independently and as a member of a team
- Flexible and willingness to embrace change
- Commitment to whānau, hapū and Iwi
- A friendly “Can Do” attitude
- Willingness to embrace Te Reo Māori me ōna tikanga
- Ability and willingness to work positively as a member of a team

Other Requirements of this Position:

- Must be a New Zealand citizen or permanent resident or the holder of a valid work visa
- Hold a full New Zealand driver’s licence, or legally licensed and able to drive in New Zealand