**Purpose of the position:**

To assist and organise the Working Bees during the year at Evesham Rd Kindergarten and to liaise with Kingston Council and kinder staff regarding any maintenance issues. To complete maintenance issues as required.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming President regarding any current and relevant information

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills
* Trade / Handyperson experience

**Key Tasks:**

*Working Bee*

* To assist and organise the Working Bees during the year at Evesham Rd Kindergarten
* These are usually organised as one per Term
* To Liaise with staff regarding jobs to be done during working bees
* To organise a skip bin/rubbish removal if required for the working bee
* To organise online volunteer sign up sheet prior to working bee date to remind people
* To organise a sign in sheet on the day of the actual working bee
* To prepare a comprehensive report to hand over to the next committee regarding any outstanding or current repairs that may need to be followed up by the new Committee

*Maintenance*

* Attend to/delegate repairs as needed – routine jobs done at working bees. For urgent repairs/maintenance – follow up within a designated timeframe.
* Liaise with City of Kingston Council as required.
* Be familiar with the current “Schedule of Repairs and Maintenance responsibilities for Pre- Schools”.
* Knowledge of DHS requirements.
* Adhere to Playground Audit and Timelines listed