

Job Description Painter

Purpose of role: To undertake the internal and external painting of our 24 kindergartens and other buildings as directed by the Property Manager (PM).

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| Employee Name | |
| Position type | Permanent part-time 30 hours per week to be undertaken Monday to Sunday with flexible start and finish time dependant on project needs. |
| Based at | Southland |
| Reporting to | Property Manager |
| Responsibilities | Description |
| Planning | Assisted by the Property Manager: <ul style="list-style-type: none"> - Plan kindergarten needs for interior and exterior painting including looking at timeframes required - Ensure supplies to undertake work are available eg: paint, ladders etc |
| Painting | Ensure surfaces are prepared appropriately including: <ul style="list-style-type: none"> - Removal of old paint - Fixing or filling in any holes - Discussion with PM on solutions for larger issues - Sanding <p>All painting to be undertaken in a neat and professional manner, ensuring a good quality of work is completed within set timeframes.</p> |
| Health and Safety | <ul style="list-style-type: none"> - Adhere to all SKA H&S policies and requirements. - Ensure that the duties being undertaken are done in a safe manner and do not impede on others, including work colleagues and tamariki, in any way. - Take responsibility to attend work in a fit and healthy manner. - Commit to accurate reporting and recording of any workplace incidents and injuries. |

Key Requirements and Competencies for this role

Experience

- Proven experience in preparation and painting domestic and/or commercial premises.

Essentials to being successful in the role:

- Painting, DIY, maintenance experience
- Experience with tools associated with painting requirements eg: ladder safety
- Well organized, planned and considered.
- Ability to undertake required work in a flexible manner over 7 days and out of normal work hours eg: 3pm – 8pm if required
- Full drivers' licence.
- Ability to meet the requirements for police vetting as per the Children's Act 2014.
- Work independently.
- Demonstrate initiative.
- Maintain confidentiality.
- Good verbal communication skills.
- Team player.
- Improvement focused.
- Proven ability to establish and maintain good relationships with a diverse group of people.

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| Performance Reviews | Appraisals will be undertaken annually. Performance development will be agreed with the Property Manager and form the basis for identifying learning needs. The job description will be reviewed at the same time. |
| Functional relationships | Property Manager General Manager Maintenance Team Kindergarten Kaiako/Teachers Cleaners Suppliers |
| Signed by Employee | |
| Date | |
| Signed on behalf of Southland Kindergarten Association | Catherine Frost, HR & Culture Manager |
| Date | |