

# GROUNDS PERSON

*Job Description*

## Position Details

**Position Title:** WDNA Grounds Person

**Reports to:** WDNA President

**Location:** Waverley District Netball Association (WDNA) courts,  
Cnr Cassinia Avenue & Farmer Street, Ashwood.

**Employment Status:** Casual

## Time Commitment:

The role will be:

- 10 hours per week over 2-3 days 29 weeks per year.  
Standard hours will be 12:30 pm to 5:30 pm Saturdays during competition days.  
Flexible arrangements for remaining 5 hours per week.
- 5 hours per week over 1-2 days 23 weeks per year (outside competition seasons).  
Flexible arrangement for hours during non-competition times.

Note: Alternate/extra time requirements may arise from time to time.

**Remuneration:** Pay Guide – Amusement, Events and Recreation Award.

## Waverley District Netball Association:

WDNA is a not for profit, member-based organisation which is governed by a volunteer committee.

WDNA exists to enrich our community through the sport of netball and our vision is to have more people enjoying a life-long love of netball.

## Commitment to Child Safety:

WDNA are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, WDNA is committed to ensuring the safety of all its members, particularly Children and Young People.

## Organisational Accountabilities:

WDNA is committed to the health, safety, and wellbeing of its staff. WDNA and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy practices.

WDNA also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

**Primary purpose of position:**

To oversee and perform the maintenance of the Waverley District Netball Association netball courts, surrounding grounds, shelters, and pavilion. Taking pride in our facilities and keeping things clean and in good order is a great contributor to the enjoyment of all users.

**Requirements, knowledge, skills, and abilities:**

Strong communication skills, including ability to speak clearly and to relate effectively with people from diverse backgrounds.

- Ability to carry out functions professionally and independently.
- Highly energetic, confident, reliable, punctual, and proactive individual.

**Key Accountabilities:**

- Carry out duties required to successfully complete the primary responsibilities and tasks plus those directed by the WDNA President.
- Work closely with the Association to ensure a safe environment for all our participants.

**Key responsibilities and duties:**


**Prepare courts and surrounding areas for competition days.**

- Remove debris and rubbish from courts and dispose of appropriately.
- Adjust any post protectors to ensure they stand at full length.
- Straighten any goal rings if required.
- Replace goal nets when required.
- Clear rubbish etc. from areas around the courts and around the pavilion.
- Remove gravel from paved areas where required.

**Conduct routine inspections of premises and equipment.**

- Identify issues with court surface including cracks and report for repairs.
- Identify issues with surrounding areas and car park and report for repairs.
- Evaluate and identify risks around the courts, report and assist to resolve.
- Arrange major clean of court surface (approximately every 18 months).

**General maintenance**

- Maintain garden beds.
  - Planting and establishing new gardens when required.
  - Perform any preventative maintenance required.
  - Handle cleaning, basic repairs, and maintenance.
  - Clear drains around court areas when required.
  - Perform spot cleaning on court surface where required following the recommended guidelines to maintain surface.
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### **Game day maintenance**

- Maintain courts and surrounding areas to an acceptable level including removing rubbish and debris.
- Restock supplies in amenities block and male toilets during the afternoon.
- Ensure amenities block is clean and tidy for users.
- General maintenance of other areas including storeroom and pavilion.
- End of day pack up:
  - Returning any remaining car park bollards to the storeroom
  - Removing any rubbish from courts and surrounding areas and placing in bins
  - Returning rubbish bins to the holding area in the carpark
  - Restocking supplies in the amenities block
  - Sweep and clean of amenities block to ensure they are prepared for use during the week.

### **Maintain a positive relationship with stakeholders & interested parties.**

- WDNA Netball Clubs.
- WDNA Netball Volunteers.
- Monash Council.
- Ashwood High School.
- Sponsors and other commercial partners.
- Players, Coaches, Officials and Volunteers.
- Neighbours.
- Other associated Organisations, Schools and Interested parties and stakeholders.

### **Other duties as directed**

Note: Persons appointed to this position must agree to adhere to our Policies and Code of Conduct and have or obtain a current Working with Children Check.

