



## Position Description

**Role:** Volunteer Groundsperson  
**Reporting to:** Director Development & Infrastructure  
**Hours:** 2 hours twice a week  
**Location:** 48 Mein Street, Newtown  
**Date Prepared:** February 2022

### Purpose of the role

To support the tidiness of the grounds at Mary Potter Hospice, Newtown and the adjacent apartments making sure there is no litter or rubbish.

### Key Tasks

- Picking up loose rubbish around the Hospice and the apartments
- Rubbish is disposed of as instructed

### Health and Safety

- Carry out all activities within the guidelines set out by Mary Potter Hospice's Health & Safety policies and procedures
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks
- Participate in mandatory health and safety training as mandated

### Key Competencies

- Have pride and being responsible for clean and tidy grounds
- Enjoy being outdoors regardless of weather conditions
- Be committed to volunteer on a regular basis

Signed: ..... Date: .....

(Job Holder)

Signed: ..... Date: .....

(Director)

## **Appendix**

### **Our vision**

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### **Our values**

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Please refer to our code of conduct for more detailed information on our vision, values and approach

