



## Position Description – Supervisor Property Care

**Position Title:** Supervisor Property Care

**Type:** Full Time

**Remuneration:** Gardening and Landscaping Services Award (Level 5) – willing to negotiate above award conditions for strong candidates

**Reporting to:** Team Leader Neighbourhood Jobs

**Located:** Penrith NSW with site-based work across the Penrith, Blacktown, Blue Mountains & Hawkesbury LGAs in Western Sydney

### About the Organisation

Neighbourhood Jobs is a social enterprise with the ultimate goal of smashing intergenerational dependence on social housing and welfare.

Neighbourhood Jobs supports disadvantaged young people aged 15-24 from Western Sydney by providing them with paid work and the platform to build the skills and confidence required to support themselves into the future.

### Position Summary

This role is responsible for supervising a small team of young employees to provide property care services to our customers. You will be part of our growing business as we expand beyond basic lawn and garden maintenance into public amenity and commercial cleaning.

We are looking for someone who can adapt. The role will require a mix of property care and cleaning skills, as well as a strong desire to support and supervise young employees as they learn and grow. This role requires skill, adaptability and a heart for young people.

This role is an integral part of our team; you will work alongside our professional team to supervise and train young employees in the field. You will be given practical training and support as well as the opportunity, and any relevant training you need, to work with vulnerable and resilient young people.

You will support skill development and provide guidance to young employees within our trauma-informed employment readiness program.

The role is also responsible for a range of administrative and business support functions including customer liaison and quoting. This is a full-time role.

## **Responsibilities**

### **Duties include, but are not limited to:**

- Oversee a crew, and participate, in delivering a high quality of property care services including, but not limited to;
  - lawn mowing, brush cutting, hedge trimming, tree lopping, weeding & basic landscaping,
  - interior cleaning of vacant properties, exterior cleaning using a pressure cleaner, graffiti removal, window cleaning, gutters, etc.

The role requires the use of a wide range of equipment and power tools.

- Provide exceptional customer service and model this to young employees
- Provide supervision and training to young employees for the operation of equipment and tools as required
- Ensure all employees on site abide by WH&S policies and regulations
- Work within contract guidelines and to strict timeframes
- Undertake basic routine maintenance as necessary to ensure equipment is serviceable and safe for use at all times
- Report directly to the Neighbourhood Jobs Team Leader
- Participate in training as directed by or negotiated with the Team Leader

## **Selection Criteria:**

### **To be successful in this opportunity you must:**

- Be passionate about supporting young people through on the job coaching & skills training
- Experience in commercial lawn and grounds maintenance, including the use of powered tools and machinery
- Be committed to exceptional customer service
- Possess sound communication and time management skills
- Possess a current manual driver's license
- Hold a current NSW WWCC and consent to a Criminal History Check
- Have a strong understanding of work health and safety practices
- Willingness to learn and take on additional responsibilities including some administration and all aspects of cleaning and property care

### **Desirable:**

- Experience working with or supervising young people and a willingness to develop skills in training others
- Have experience in public amenity cleaning or commercial cleaning