

POSITION DESCRIPTION - CARETAKER

ROLE:

The AEU is seeking a Caretaker to assist in the day-to-day upkeep, maintenance and security of the Australian Education Union (AEU) property and facilities. The Caretaker ensures that the infrastructure and equipment within the AEU building supports the services and activities of the AEU.

REPORTS TO:

Finance Manager

DUTIES:

Building

- Monitor, adjust and report on building systems including air conditioning, heating.
- Triage issues logged through the internal property reporting system and determine whether matters can be resolved internally or require external contractor support.
- Liaise with stakeholders in relation to property matters including the facility management company, contractors, building tenants, internal staff and AEU members.
- Identify, report and recommend solutions for building defects and equipment.

Maintenance

- Undertake routine and minor maintenance and repairs, including but not limited to:
 - Light tube replacements
 - Minor plumbing (e.g. washer replacement)
 - Carpet and ceiling tile replacement
 - Deck washing and staining
 - Routine gardening upkeep
 - Other small repairs and maintenance tasks

General

- Coordinate recycling and rubbish removal across all AEU properties.
- Organise removal of unwanted material in conjunction with cleaning contractors.
- Proactively manage storage requirements for the AEUVB, including stock control, stock requisitions and coordination for stock requests for workgroups and individuals.
- Set up and pack down rooms for meetings, events and functions for internal and external clients, including audio-visual equipment and room configuration requirements.
- Ensure the Pool car/s are maintained, including regular servicing and cleaning of vehicles.
- Identify and recommend opportunities to improve efficiency and streamline operational processes.
- Some out of hours and weekend work required.

OHS

- Ensure all contractors on site comply with the AEU OHS procedures and relevant legislative and regulatory requirements
- Report hazards, incidents and risks in line with organisational safety processes

Other

- Proficient in Microsoft 365 Programs (e.g. Outlook, Word, Excel)
- Strong communication skills with the ability to engage effectively with internal and external stakeholders
- Victorian Drivers licence (current)
- Other duties as required by the Branch Secretary