

Position Description	
Company: NSA of Bahá'ís of Australia	Institution: Yerrinbool Bahá'í Centre of Learning (YBCL)
Volunteer's role: Handyman	
Reporting to: YBCL Operation Manager	
<p>1. The main Purpose of this role:</p> <p>To assist the YBCL Operation manager with the regular maintenance of the buildings and the facilities at the Centre</p>	
<p>2. Responsibilities:</p> <p>2.1. Undertake maintenance work under the direction and supervision of the YBCL Operation Manager</p> <p>2.2. Assist the YBCL Operation Manager with the implementation of the YBCL systematic maintenance and prevention plan</p> <p>3. Code of Conduct</p> <p>3.1. Observe and comply with the YBCL Workplace Code of Conduct at all times. Failure to comply with the Code may result in disciplinary action.</p> <p>4. Work Health and Safety</p> <p>4.1. Work with due care and consideration to safeguard own health and safety and the health and safety of others on the premises, and report any potential hazards, risks, mishaps, incidents or injuries that may occur or you become aware of during the course of work to the YBCL Director.</p> <p>4.2. Comply with all safe work practices and procedures set in place by YBCL Board (following consultation with employees and volunteers) and observe all instructions issued to protect your health and safety and/or the health and safety of others.</p> <p>4.3. Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements.</p> <p>4.4. Fix any problems/hazards within your scope of responsibility and financial delegation and immediately report any problem/hazards outside of your scope of responsibility or financial delegation to YBCL Board for immediate action.</p> <p>4.5. Attend all compulsory and relevant training.</p>	

<p>5. Reporting Requirements:</p> <p>5.1. The Handyman will be working closely with the YBCL Operation Manager and will report to him</p>	
<p>6. Obligation to YBCL Management</p> <p>6.1. Comply with all reasonable and lawful instructions provided to you by the YBCL Operation Manager</p> <p>6.2. Perform your duties with due care and diligence.</p> <p>6.3. Perform your duties in the best interest of YBCL and the Faith.</p>	
<p>7. Essential Criteria</p> <p>7.1. Strong level of commitment and an unwavering attitude of service.</p> <p>7.2. Maturity and a great sense of responsibility.</p> <p>7.3. Experience in maintenance or building work</p> <p>7.4. Willing to learn more about diverse aspects of building and facility maintenance</p>	
<p>Location: 27 Sierra Street, Yerrinbool, NSW, Australia.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> ▪ Free accommodation in a self-contained unit ▪ Meals ▪ Volunteer allowance if required ▪ A tranquil and peaceful bush setting, and natural living environment ▪ Opportunities to meet with diverse groups of guests