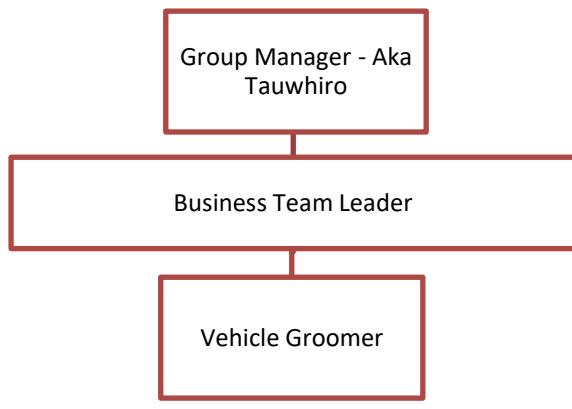


# RAUKAWA CHARITABLE TRUST (RCT)

## Position Description

POSITION TITLE	Vehicle Groomer
LOCATION	Tokoroa with occasional travel to RCT satellite sites
REPORTS TO	Business Team Leader – Aka Tauwhiro
PURPOSE OF POSITION	<p>This position requires the groomer to maintain the cleanliness and hygiene of all the RCT fleet vehicles' interiors and exteriors to the satisfaction of all users.</p> <p>Vehicle Groomer responsibilities include cleaning and maintaining RCT vehicles according to the standards set by RCT, performing vehicle inspections, reporting and other vehicle related tasks.</p>
RCT VISION	<b>Raukawa kia mau, kia ora</b> - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
RCT VALUES	<b>Tika</b> – working with integrity <b>Pono</b> – working toward the vision/genuine intent <b>Aroha</b> – compassion and regard for others

### REPORTING STRUCTURE



### DIRECT REPORTS

- None

### RELATIONSHIPS

Internal

- 

External

AUTHORITIES		
None		
KEY ACCOUNTABILITY		DUTIES AND RESPONSIBILITIES
<b>Vehicle Grooming</b>		<ul style="list-style-type: none"> <li>• Perform a range of interior and exterior vehicle grooming services including, vacuuming, washing, and wiping vehicles to a high standard.</li> <li>• Maintain well organised parking pattern or vehicle layout in the branch.</li> <li>• Inspect, document, and report any damages on RCT fleet vehicles for necessary repairs as required.</li> <li>• Record and maintain accurate product list as required.</li> <li>• Follow health and safety guidance and procedures while handling equipment.</li> <li>• Utilisation of RCT products</li> </ul>
<b>Health &amp; Safety</b>		<ul style="list-style-type: none"> <li>• Comply with Raukawa Charitable Trust Health &amp; Safety policies, procedures and systems.</li> <li>• Ensure that they work safely at all times and encourage others to do the same.</li> <li>• Report hazards and accidents.</li> <li>• Take initiative to fix hazards.</li> <li>• Promote a positive Health &amp; Safety culture in the workplace.</li> <li>• Participate in Health &amp; Safety related training.</li> </ul>
<b>Team Support</b>		<ul style="list-style-type: none"> <li>• Attend monthly RCT staff hui and other team hui.</li> <li>• Actively contribute to the development of the Aka Tauwhiro Team.</li> <li>• Provide coverage for team members as and when required.</li> <li>• Support and empower team members and celebrate team success to create and foster a harmonious team culture.</li> </ul>
<b>Training</b>		<ul style="list-style-type: none"> <li>• Take the initiative to identify training and development opportunities for oneself.</li> </ul>
<b>Additional Tasks</b>		<ul style="list-style-type: none"> <li>• Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.</li> <li>• In the event of pandemic responses being initiated throughout the organization, carry out other duties requested that relate to the pandemic response, but which may not be related to this position.</li> </ul>

#### POSITION REQUIREMENTS

**Proven cleaning experience as a Car Groomer or similar role:**

- Attention to detail with excellent customer service, communication, and interpersonal skills
- Ability to meet the physical demands of the position, including walking, crouching, bending, and standing for extended periods
- Willingness to comply with all RCT policies and uphold standards for service quality Ability to sight and report damage as required.

- Good self-management to prioritise tasks.
- Ability to work independently.
- Ability to do light lifting.
- Maintain positive attitude under any situation.
- Strong reliability.
- Strong interpersonal and communication skills either verbally or have the devices to utilise communication.
- Strong attention to detail.
- Has an understanding of or a willingness to learn the tikanga o Raukawa, and a basic understanding of Te Reo.
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Familiar with and demonstrated adherence to Health & Safety policies and procedures.
- Valid and Full Class 1 drivers' license
- Experience working with Iwi/Maori organisations is desirable

#### **JOB DESCRIPTION CREATED / UPDATED**

Date: July 2024

#### **SIGNATURES**

**On behalf of Raukawa Charitable Trust:**

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(Signature)

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/ /  
(Date)

**Employee:**

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(Signature)

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/ /  
(Date)