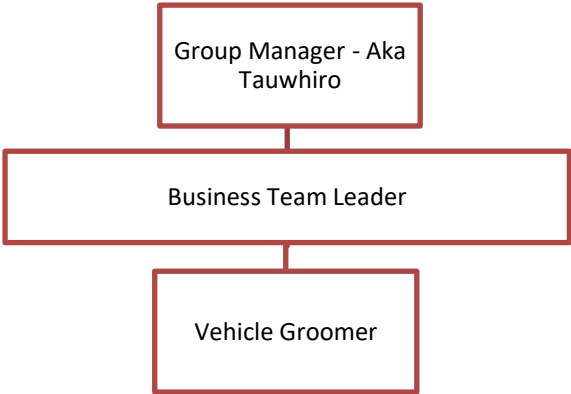


RAUKAWA CHARITABLE TRUST (RCT)

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	Raukawa kia mau, kia ora - 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	Tika – working with integrity Pono – working toward the vision/genuine intent Aroha – compassion and regard for others

REPORTING STRUCTURE



DIRECT REPORTS	
<ul style="list-style-type: none">None	
RELATIONSHIPS	
Internal <ul style="list-style-type: none">	External

AUTHORITIES
None

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Vehicle Grooming	<ul style="list-style-type: none"> • Perform a range of interior and exterior vehicle grooming services including, vacuuming, washing, and wiping vehicles to a high standard. • Maintain well organised parking pattern or vehicle layout in the branch. • Inspect, document, and report any damages on RCT fleet vehicles for necessary repairs as required. • Record and maintain accurate product list as required. • Follow health and safety guidance and procedures while handling equipment. • Utilisation of RCT products
Health & Safety	<ul style="list-style-type: none"> • Comply with Raukawa Charitable Trust Health & Safety policies, procedures and systems. • Ensure that they work safely at all times and encourage others to do the same. • Report hazards and accidents. • Take initiative to fix hazards. • Promote a positive Health & Safety culture in the workplace. • Participate in Health & Safety related training.
Team Support	<ul style="list-style-type: none"> • Attend monthly RCT staff hui and other team hui. • Actively contribute to the development of the Aka Tauwhiro Team. • Provide coverage for team members as and when required. • Support and empower team members and celebrate team success to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> • Take the initiative to identify training and development opportunities for oneself.
Additional Tasks	<ul style="list-style-type: none"> • 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. • 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.

POSITION REQUIREMENTS
<p><u>Proven cleaning experience as a Car Groomer or similar role:</u></p> <ul style="list-style-type: none"> • 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:

(Signature)

(Date)

Employee:

(Signature)

(Date)