

## POSITION DESCRIPTION

**Position Title:** Housekeeper (Permanent – Full Time 37.5 h/pw)  
**Reports To:** Business & Operations Manager  
**Roles Reporting To This One:** None

The housekeepers form a small team who maintain the Bundanon properties offices and residences. They play a pivotal role in ensuring best practice in delivery of the Trust's arts and education programs. As part of the role the housekeepers are required to liaise with clients of the Bundanon Trust to ensure that all guests on the site are suitably supported.

## INFORMATION FOR APPLICANTS

All applicants should:

- address the Selection Criteria in their claim for the position
- provide a curriculum vitae
- provide the name and contact details of two referees

Applications should be marked 'Confidential' and addressed to:

Richard Montgomery  
Business and Operations  
Bundanon Trust  
PO Box 3343  
NORTH NOWRA, NSW 2541

Applicants may contact the Business and Operations Manager on 02 4422 2100 to discuss the position.

## CLOSING DATE

COB Friday 24 July 2009.

## SALARY PACKAGE

\$37,131 annual salary plus superannuation and leave loading.

## OBJECTIVES

1. Provide daily cleaning to the Riversdale Education Centre and offices, Artist in Residence cottages, studios and associated buildings
2. Provide high level care and weekly cleaning to the Bundanon Homestead precinct in a sensitive art collection and heritage environment.
3. Support the visitor/customer program through the provision and preparation of food and beverages
4. Ensure all buildings are secured when not in use
5. Ensure that storage of cleaning agents and foodstuffs is undertaken in a responsible manner
6. Assist with the maintenance of the Bundanon buildings, properties, fixtures and fittings by reporting any damage or breakages in a timely manner
7. Maintain communication with clients and staff to assist with best practice in program delivery

## SELECTION CRITERIA

### Essential

- Good personal task and time management skills and the ability to work in an organized manner

- Well developed interpersonal skills
- Ability to work independently and as part of a small team
- Proven ability in detailed cleaning at a high level.
- Food preparation experience in hospitality or in an education environment
- Current NSW driver's license

**Desirable**

- First Aid qualifications
- Food and beverage handling qualifications

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Clean bedrooms, bathrooms, kitchens and offices.
- Clean collection display and storage areas.
- Assist with the co-ordination of the cleaning schedule to ensure deadlines are met.
- Prepare food and beverages for guests as directed .
- Purchase food and equipment as required.
- Support the various program units such as programs, education and commercial hirers through the provision and preparation of food and beverages.
- Assist with catering and cleaning for concerts and events held onsite throughout the year.
- Liaise with clients and staff.
- Undertake the storage of linen and equipment.
- Transport equipment between properties to meet program requirements.
- Lock and unlock buildings required for use.
- Remove rubbish.
- Perform other duties as directed.

**BACKGROUND CHECKS**

- Applicants will be required to undergo a criminal background check and a working with children check.