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## POSITION DESCRIPTION

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<b>Position Title:</b>	Housekeeper
<b>Reports To:</b>	Team Leader – Housekeeping
<b>Location:</b>	Portarlinton Holiday Park, Victoria
<b>Wage:</b>	\$28.08 (inclusive of casual loading) plus appropriate penalty rates
<b>Status:</b>	Casual.

## ORGANISATIONAL OVERVIEW

Bellarine Bayside Foreshore Committee of Management (Bellarine Bayside) is a not-for-profit, Category 1 coastal Committee of Management established under the *Crown Land (Reserves) Act 1978* by the Victorian Government in 1994 to manage a coastal Crown land reserve.

The coastal reserve managed by Bellarine Bayside consists of a 17 kilometre stretch of coastline through the towns of Portarlinton, Indented Head and St Leonards on the northern Bellarine Peninsula. It comprises approximately 200 hectares of coastal land of significant cultural, environmental and social importance, and includes natural and built assets, holiday parks, the Bellarine Coastal Trail, playgrounds, a community hall, boat ramps and boat sheds.

Revenue generated from the six holiday parks is reinvested back into maintaining and improving coastal Crown land, public infrastructure and holiday park facilities.

More detail about Bellarine Bayside can be found at [www.bellarinebayside.com.au](http://www.bellarinebayside.com.au).

## **OUR VALUES AND BEHAVIOURS**

<b>Respect</b>	We acknowledge others and recognise diversity. We will be honest and trustworthy.
<b>Care</b>	By caring for our own performance and safety we can then care for our community, colleagues and customers in a supportive, safe and positive environment.
<b>Teamwork</b>	We will work together in a respectful and positive manner. We will work collaboratively and communicate across teams to provide a great service to our customers.
<b>Ethical</b>	We will act with integrity, transparency and professionalism when delivering all our commitments.
<b>Lead by Example</b>	We think, we listen and at all times create a positive environment.

## **PRIMARY ROLE**

The primary role of a Housekeeper is to work within the team that is responsible for cleaning 20 Cabins, 16 ensuites, 2 public halls and 3 buildings.

## **OBJECTIVES**

- Work effectively with the organization as part of a team
- Complete tasks to strict standards and timelines
- Strong ability to work independently and as part of a team

## **PRIMARY RESPONSIBILITIES**

To achieve the following objectives under limited supervision and direction:

- Clean, maintain and service of up to 20 Cabins, 16 ensuites, 2 public halls and 3 buildings
- Undertake multiple tasks and prioritise and action on the basis of importance and urgency.
- Weekend and public holiday work will be required
- Adhere to organisational COVIDsafe plans and directions
- Ensure that Occupational Health and Safety Policies are complied with.
- Undertake training as required by Bellarine Bayside
- Other duties as required.

## **KEY CHALLENGES**

- To manage a high volume of work with a coordinated and consistent approach
- Physically fit to undertake the full range of cleaning duties
- Work within strict timeframes

### **KEY SELECTION CRITERIA**

- Previous experience in a housekeeping/cleaning role, preferably in the hospitality industry
- Ability to work in a fast paced environment
- Ability to work as part of a team and independently
- Excellent organisational skills
- Willingness to work weekends and public holidays

### **OTHER PREREQUISITES**

- Applicants must hold a current Police Check or be willing to undertake a Police Check
- Applicants must hold or be willing to undertake a Working with Children Check
- Applicants must be an Australian resident or have a valid Australian visa with work rights.

## **Application Process**

Applicants should email applications to [recruitment@bellarinebayside.com.au](mailto:recruitment@bellarinebayside.com.au) by the closing date. If you do not have access to a computer, applications can be posted to the following postal address:

**Recruitment  
Bellarine Bayside  
P.O. Box 40  
Portarlington Vic 3223**

Should you have any questions or wish to discuss the role please contact **Michelle Roy, Office Administration Coordinator**, on **5254 4006**.

All applicants are requested to include the following details in their application:

- A **cover letter** articulating your suitability and interest in the position
- A **current resume** which includes personal details, educational achievements, employment history and at least 2 professional references
- It is preferable that applicants address the **Key Selection Criteria** as stated in the Position Description.

Applicants must be either a permanent resident of Australia or supply evidence that they have the right to work in Australia. If you are not a permanent resident of Australia, please attach a copy of one of the following documents to your application:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian or New Zealand passport
- Evidence of Permanent Residence Status, or Temporary Visa with entitlement to work