



Position Description

Title	House Keeper
Reports to	Camp Manager
Direct Reports to the role -	Head House Keeper Assistant Camp Manager Camp Manager
Primary Objective	The cleaning of all facilities and ensure an excellent standard of presentation for all incoming guests.
About the Company	Victorian Blue Light Youth Camp has ten accommodation units with own bathrooms that bed 110 people, formal dining room and recreation area. Full catering is available in our formal dining room or the option of self catering using our self catering centre. Located on 16 acres in a rural setting. The main focus of the camp is to provide bicycle and road safety education to primary school children as well as other challenging outdoor activities. The camp also offers other activities incorporating the history of Maldon.
Status & Hours of work	The role is a Casual one. The hours of work are dependent on bookings but generally will be 5 hour shifts. There will be one or two shifts per week during the school terms. Additional shifts may also become available during school holiday periods dependent again on bookings.

Position Responsibilities	Performance Measures
<ol style="list-style-type: none"> 1. Provide and maintain a superior level of customer service and satisfaction through prompt, courteous action and attention to details and quality of work. 2. Cleaning of facilities in and appropriate and timely manner. Including completion of all cleaning schedules during your shift. 3. Noting and reporting any maintenance issues. 4. Observing all OH & S requirements and camp policies. 5. Maintaining a safe and clean environment for our clients at all times. 6. Any other duties as directed by manager, assistant manager or camp coordinator. 	<p>Periodical inspections of the facilities after the completion of shifts.</p> <p>Timely completion of duties.</p> <p>95% customer satisfaction rate from customer evaluation forms.</p>

Key Selection Criteria

- Available to work between 9.00 am and 3.00 pm Monday to Friday.
- Experience in commercial cleaning would be an advantage.
- No physical conditions that would inhibit the performance of duties.
- Must have own mode of transport as no public transport is available during the hours required to work.

Other Information

- Must agree to have Police Check if required and the check to be clear.
- Must have Working with Children's Card.
- A trial period will occur on commencement and then the position may become on-going although it will be still be Casual in nature.

To apply

- A resume is to be provided as well as a covering letter of less than 250 words advising why you are best person for the role.
- Applications are to be emailed to manager@bluelightcamp.com or submitted via the job seeking website.
- Applications close Tuesday 9th April, although if we receive a suitable candidate before this time we may close the position before this date.
- If you have any questions about the role, please call Craig or Denise on 03 5475 2033.

Employee Signature		Date	
Manager Signature		Date	