



APPLICATION PACKAGE

CARAVAN PARK CARETAKER - CLEANER

(Part Time)

The Shire is seeking a Caravan Park Caretaker – Cleaner who is an energetic and self-motivated person, who takes pride in their work, can ensure the Caravan Park accommodation is cleaned and well maintained, whilst providing a friendly, professional service to park visitors.

Minimum hours are 25 hours each fortnight together with additional hours for chalet vacate cleans worked over seven (7) days each week.

Ideally the successful candidate will possess the following:

- Previous experience in commercial cleaning and understanding of public hygiene standards.
- Interest, knowledge, and previous experience in the hospitality industry.
- Flexibility to work irregular hours and take phone calls.
- Knowledge of local area and community.

In return the Shire is offering a remuneration package inclusive of:

- An hourly wage rate of \$28.12 per hour.
- Superannuation of up to 15.5%.
- 4 weeks annual leave per annum with 17.5% leave loading on a pro-rata basis.
- Pro-rata personal leave
- 2 recreation days between Christmas & New Year.

Council accommodation is not provided for this position. Council may negotiate permanent accommodation in the caravan park, including free onsite occupation and subsidized power and water services for the preferred candidate who provides their own caravan.

Confidential enquiries about the position should be directed to Mrs Deanne Sweeney, Manager Corporate and Community on 9642 1106.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Caravan Park Caretaker", by **3pm Friday 23rd June 2023**.

The Shire of Brookton is an equal employer committed to an equitable, diverse, and socially inclusive work environment.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **3pm Friday 23rd June 2023**.

TITLE: BROOKTON CARAVAN PARK CARETAKER - CLEANER

PURPOSE: The objectives of this position are to:

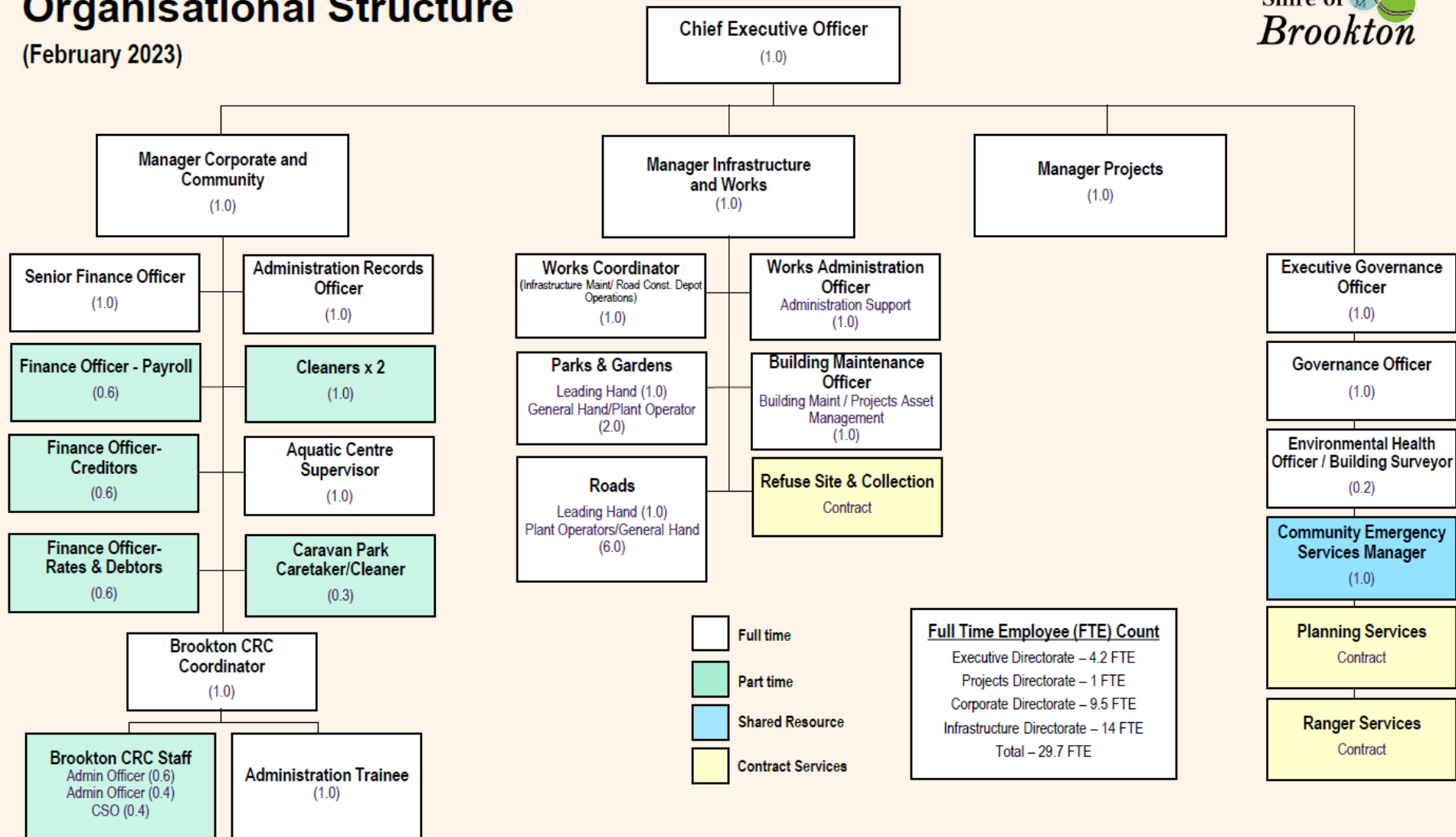
- To maintain the Brookton Caravan Park accommodation and facilities in a clean, tidy and presentable condition.
- To provide outstanding customer service to guests staying at the Brookton Caravan Park.

KEY RESPONSIBILITIES AND DUTIES	REQUIREMENTS
<p><u>Caravan Park Management Duties</u></p> <ul style="list-style-type: none"> • Perform daily cleaning duties of all chalet accommodation, ablution, laundry, camper's kitchen and BBQ facilities. • Provide caretaker services including accepting 'drive-in' bookings, collection of fees and issuing of receipts, performing check-ins and allocation of keys as required, washing machine money and remittance of moneys to the Shire Administration Office. • Perform servicing of the chalet units including supply of basic consumables and cleaning materials, washing of linen and making of beds, and reporting missing/broken crockery and utensils. • Ensure that refuse and recycling bins are put out for collection and returned at the appropriate times. • Co-ordinate with the Shire Administration and attend to out of hours basic tourism and accommodation enquires and bookings. • Report all maintenance requirements and service issues to the Manager Corporate & Community or Building Maintenance Officer. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that Occupational Health and Safety (OHS) responsibilities are met and promoted by complying with the Shire policies, procedures and relevant legislative requirements to maintain safe work practices and a safe working environment. • Participate in developing safe work procedures and participate in training appropriate to the position and for OHS. 	<p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • 'C' Class Driver's Licence • Successful completion of year 10 education. • Experience in commercial cleaning and understanding of public hygiene standards. • Interest, knowledge and previous experience in the hospitality industry. • Proficient time management and organisational skills. • Sound oral and written communication skills. • Flexibility to work irregular hours and take phone calls. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge of local area and community. <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Ability to work as a team member and autonomously with minimum supervision. • Friendly, discrete, sensitive, punctual, honest, and committed. • Ability to liaise with a wide range of people from diverse social and cultural backgrounds.

<ul style="list-style-type: none"> • Ensure all duties are carried out in a professional manner consistent with the Shire's Code of Conduct, Council policies and procedures. • Perform relief cleaning duties of other civic buildings/facilities as required. • Perform other duties as requested by management within the incumbent's skill and ability. 	
<p><u>Conditions of Employment:</u></p> <p>CLASSIFICATION: Local Government Industry Award 2020.</p> <p>PERIOD: Permanent part-time appointment – 25 Hours per fortnight.</p> <p>LOCATION: The position will be located at the Shire of Brookton Caravan Park, Brookton Highway, Brookton.</p>	<p><u>Reporting Relationships</u></p> <p><u>Reports to:</u></p> <p>Manager Corporate & Community</p>
<p>This position has been reviewed May 2023</p>	<p><u>Incumbent:</u></p> <p><u>Name:</u></p> <p>Date:</p> <p>Signature:</p> <p><u>DIRECT MANAGER:</u></p> <p><u>Name:</u></p> <p>Date:</p> <p>Signature</p>

Organisational Structure

(February 2023)



Full Time Employee (FTE) Count	
Executive Directorate	– 4.2 FTE
Projects Directorate	– 1 FTE
Corporate Directorate	– 9.5 FTE
Infrastructure Directorate	– 14 FTE
Total	– 29.7 FTE