



## **POSITION DESCRIPTION**

<b>Position</b>	Housekeeper - Casual	<b>Incumbent</b>	Casual
<b>Section</b>	Support Services	<b>Location</b>	Woodend Neighbourhood house
<b>Reports to</b>	Manager, Woodend Neighbourhood House	<b>Supervises</b>	Nil

### **Background**

The Woodend Neighbourhood House (WNH) began as a short-term drop-in centre established in the aftermath of the Ash Wednesday bushfires in 1983. Initially run by local Red Cross members, it became a cornerstone of community-led recovery and support. This grassroots effort laid the foundation for what has grown into today's thriving Neighbourhood House.

Incorporated in 1984, the organisation initially operated one day a week and has evolved significantly over the past four decades. During that time, it has been known by several names and operated from various locations. Its current home — at 47 Forest Street — opened in 2006, transforming an existing house into a welcoming, purpose-built space for community connection and activity.

### **Description of the Position**

The Housekeeper is responsible for providing services that ensure a clean and safe working environment within the confines of WNH. In doing this, they will remain compliant with Occupational Health and Safety Rules and Regulations relevant to this position, including the safe use and storage of chemicals.

The incumbent will perform general cleaning tasks as required to support and enhance the work of WNH by:

- Maintaining a clean and safe environment in all areas
- Ensuring any irregularities are reported to the WNH Manager
- Complying with the relevant WNH Procedures and Processes.

## **EMPLOYMENT/AWARD CONDITIONS**

### **Classification/Remuneration**

The position is classified under the Neighbourhood Houses (SACS) Agreement 2016 Collective Agreement, 2016, Schedule 3A Level 1.1 at \$31.76 per hour, to be paid at a casual hourly rate plus Superannuation as applicable.

### **Hours of Duty**

The position is for casual employment with shifts offered as required. The current cleaning times are as follows:

- 8.30am – 11.30am Monday and Thursday (twice weekly, times and days may be negotiable dependent on successful candidate)

Subject to funding and position viability. Subject to a 3-month trial.

## AREAS OF RESPONSIBILITY

### Requirements

#### Weekly Duties

- Clean meeting spaces, front offices, hallways, kitchenettes and main kitchen
- Vacuum and mop floors, as appropriate
- Wipe down and disinfect all communal surfaces, doorknobs and benches
- Clean and sanitise all toilets and sinks
- Replenish cleaning supplies, including disinfectant spray, hand soap, toilet paper, paper towels, etc.

#### Occasional Duties

- Monthly checks and deep cleaning of fridges, freezers, ovens and microwaves
- Six-monthly cleaning of storage spaces, including floors and surfaces
- Dusting as required
- Other duties as required

## KEY SELECTION CRITERIA

### Skills and Experience

- Relevant training and/or previous cleaning experience
- Good communication skills
- Understanding of the importance of confidentiality
- Ability to work independently with minimal supervision
- Reliable and punctual
- Strong time management skills, with the ability to prioritise tasks effectively
- Flexible and responsive to the needs of WNH, including negotiating cleaning times and requirements with managing staff

### Additional requirements

- A current National Police Check (WNH will pay for this check for the successful candidate)
- A valid Working with Children Check (with Woodend Neighbourhood House listed as an employer)

### Desirable

- A current Victorian driver's licence and access to a reliable vehicle