

	<p>Riverside Resort @ Port</p> <p>POSITION DESCRIPTION</p>
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Position	Riverside Resort Casual Cleaner
Reports to	Riverside Resort Managers
Division	Administration and Finance
Effective date	22 April 2025
Hours	20 hours per week

ORGANISATIONAL AND PURPOSE CONTEXT

The Riverside Resort @ Port is a unique boutique motel and caravan park located on the Hastings River in Port Macquarie.

As valued members of our team, our Cleaning staff are required to maintain our Motel and Caravan Park cabins and facilities in a clean, safe and hygienic condition and observe all appropriate practices and procedures accordingly.

Position is casual and hours will fluctuate with seasonal needs, but will generally be around 20 hours per week.

KEY SELECTION CRITERIA

Will need to be an Australian Resident or have working rights with no restrictions to be able to apply for this position and must hold a current Australian drivers' licence.

A medical fitness test will be required.

ESSENTIAL CRITERIA

The successful candidate will possess the following abilities and qualities:

- Fit for work' and able to meet the physical demands of a labour-intensive role
- Experience in ground, gardens, landscaping, and general property maintenance will be highly regarded
- Flexible attitude, sound work ethic and the ability to work within a team
- Ability to work independently and unsupervised
- Driver's license
- Enjoy working outdoors
- Commitment to a safe working environment, including following established safety procedures

DESIRABLE CRITERIA

Skills / Capabilities:

- Good verbal communication and public relation skills.
- Ability to work unsupervised, following set procedures and also be able to work in a team environment with consideration to corporate values and honesty, integrity and accountability.
- Good time management skills and be able to work to deadlines.
- Proficient in the ability to operate cleaning equipment.
- Ability to demonstrate flexibility by providing reliable service on an on-call basis, sometimes on short notice.

Knowledge:

- Sound knowledge of all aspects of general cleaning.
- Sound knowledge of the use of cleaning products and equipment.
- Good knowledge of and commitment to safe working practices.
- Awareness of cleaning products and their use, and the ability to comply with the Material Safety Data Sheets.

Experience:

- Recent experience in a similar role or sound knowledge of general cleaning practices.

RELEVANT POSITION INFORMATION

- Casual-On Call-Hourly Rates:
Ordinary-\$31.23, Saturday-\$37.47, Sunday-\$43.72, Public Holiday-\$62.45

WORK HEALTH and SAFETY RESPONSIBILITIES

Must take all reasonable measures to ensure the health, safety and welfare of fellow employees and guests and comply with the Work Health and Safety Act 2011 and its associated legislation, and with the requirements of SafeWork NSW as advised by Park Managers.

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Must take all reasonable measures to ensure the prevention of bullying, harassment or discrimination of guests and fellow employees and ensure compliance with Equal Employment Opportunity legislation and any relevant Policy and or Codes of Conduct.

DUTIES

- Carry out cleaning duties within the areas nominated which will include, but not limited to vacuuming floors, mopping floors, dusting and wiping down surfaces, sweeping, removal of cobwebs, rubbish removal, cleaning of bathrooms and kitchen areas, making beds, replenishing stocks, maintaining rooms and cabins to an appropriate standard of cleanliness internally and externally.
- Cleaning of Public Amenities Blocks and BBQ / Kitchen Facilities.
- Stripping of Linen from cabins and motel rooms.
- Manoeuvring stock / linen, etc. between sites.
- Spring cleaning duties from time to time.
- Exercise duty of care and work in a safe and efficient manner, having regard for your own safety and other workers and guests of the Resort.
- Report any faulty equipment and / or hazards to Resort Management.
- Advise stock ordering requirements to Management.
- Other duties as required.

SIGNATURES

Job Occupant: _____ Date: _____

Divisional Manager: _____ Date: _____