

Housekeeper

(casual)

The Sisters of Saint Joseph of the Sacred Heart continue God's mission by immersing themselves in the midst of life to empower others for life and bring hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, regions in Australia, New Zealand, Ireland and a presence in some other countries.

St Joseph's By The Sea is a gathering place for all who seek to nurture contemplation; experience and celebrate the wonders of the Universe and Earth. The Centre offers retreats, short term accommodation, meeting rooms and gathering spaces.

We have an opportunity for an experienced Housekeeper to join our team on a casual basis. The hours /days required may vary depending on requirements but are worked weekdays and weekends as required. The main purpose of the role is to provide housekeeping duties.

All staff are expected to act in a manner consistent with the ethos and mission of the Sisters of Saint Joseph.

KEY RESPONSIBILITIES:

- Vacuuming, dusting and wiping surfaces as per agreed weekly and monthly cleaning schedules (including at the end of retreats and in the sisters' community if/when required).
- Sweeping and mopping tiled floors.
- Detail cleaning and sanitising of guestrooms including ensuites.
- Detail cleaning and sanitising of kitchen, toilets and laundry.
- Assisting with cooking and light gardening duties occasionally if/when required.

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- Experience in domestic/commercial cleaning
- Effective interpersonal and conflict resolution skills
- A positive and caring attitude
- The ability to work independently and with initiative and flexibility
- An understanding of the principles of privacy and confidentiality

Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on the SOSJ website under the heading of 'Safeguarding'. Successful applicants will be asked to obtain and hold a valid State based Working with Children Check.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role or to obtain a position description, please contact Human Resources via hr@sosj.org.au. Applications, comprising a cover letter addressing the selection criteria and a CV/resume should be submitted via email to hr@sosj.org.au by **9am Monday 25 March 2024**.