



Housekeepers

(casual)

The Mary MacKillop Heritage Centre is based in East Melbourne, Victoria and is a place of inspiration and vitality, which manifest and promotes the spirit and charism of Saint Mary MacKillop and the Sisters of Saint Joseph. More information about the Centre can be found here: www.mmhc.org.au/

We have an opportunity for two experienced Housekeepers to join our team on a casual basis. Available hours of work are 15 to 25 hours per week in total working a 7-day roster with the potential to become permanent part-time. The main purpose of the role is to provide housekeeping services in our accommodation for guests.

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 cleaning schedules.
- Sweeping and mopping tiled floors.
- Making beds.
- Detail cleaning and sanitising of guestrooms including ensuites.
- Removing rubbish.
- Reporting maintenance requests.

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- Experience with 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 **COB Friday 22 March 2024**.