

Waterfall Services Pty Ltd

18 Maudsley Road GOOMERI QLD 4601

Ph 07 41687171 Fax 07 41687178

Email: admin@waterfallfeedlot.com.au

ABN: 27 620 041 036



Position Description

Position Title: Housekeeper

1. Organisational Relationships

Reports to: Robert Maudsley

2. Position Summary

The successful applicant will join a Feedlot enterprise and contribute to the ongoing development of the operation. Duties are diverse and include all aspects of domestic duties at both main office, staffrooms and houses. The farm pursues high standards and expects attention to detail and a team approach to all activities whilst fostering a friendly and enjoyable workplace.

3. Major Responsibilities

- **General cleaning duties.**
- **Operation of various cleaning equipment.**
- **Oversee cleaning supplies.**

4. Duties

Office/Staff room/Staff housing

- **Sweep/vacuum/mop office/staffroom/houses as necessary.**
- **Clean bathroom and kitchen areas as necessary or instructed.**
- **Ensure appropriate supplies are available.**

Plant, Equipment and Infrastructure Maintenance

- Implement the maintenance schedule including routine machine testing and maintenance of equipment.
- Ensure all equipment and areas are thoroughly cleaned daily.

Main House - Cleaning/Other Duties

- Cleaning/maintenance of house as instructed by Robert Maudsley
- Preparation of meals when required
- Assistance when necessary with special events

5. Skills and Experience (person specification)

Skills and knowledge

- General knowledge of cleaning.
- Ability to manage time effectively.
- Good communication skills.
- Ability to work in a team environment.

Training and qualifications

- Drivers' licence (desirable).
- Ability to follow WH & S guidelines (mandatory).
- Operation of appropriate equipment.

Work Experience

- Previous cleaning experience an advantage.

6. Personal Competency

Acceptance of direction

- Acceptance of direction and code of behaviour within the business.

Accuracy and eye for detail

- Demonstration of a concern for accuracy.
- Attention to all requirements of a task and implementation of checking and follow-up.

Punctuality

- Ability to be punctual on a regular basis and appropriate communication in the event of being delayed.

Prioritising skills

- Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

Confidence

- **A quality of self-reliance and boldness.**
- **A confidence and belief in own ideas and opinions and a willingness to express and act upon them.**

Empathy

- **The ability to perceive and understand the feelings of others.**

Flexibility to cope with change

- **Demonstration of the ability to instigate, support and cope with change.**

Handling pressure and stress

- **The ability to continue to perform well under pressure or in stressful circumstances.**

Initiative

- **An ability to take action when enterprise is required.**
- **Actively seeks out opportunities to make extra contributions to benefit the business.**

Interpersonal skills

- **The ability to interact appropriately and successfully with people of all different types and at different levels.**

Listening skills

- **The ability to give close attention to someone, follow instruction and involve in discussion.**

Teamwork

- **The ability to work with other people towards a common goal.**
- **To establish effective collaborative relationships with other people in the business.**

Work ethic

- **The commitment to work within the boundaries of what is reasonable industry expectation.**

Communication

- **Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.**

Dress

- **Suitable attire for working outside to be worn at all times – long sleeve shirts, hats and sunscreen are mandatory.**

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an 'at-will' basis.