



### **Cleaner/Cook**

**Job No: TCE601 Location: Gumburu Environmental Education Centre**

**Position:** Cleaner/Cook

**Salary Range:** \$26.17 - \$27.14 per hour pending experience

**Classification:** Part Time, Permanent

**Hours:** 27.5 hours/week

**Commencing:** Monday, 18th January 2021

**Closing Date:** Friday, 13th November 2020

**The Gumburu Environmental Education Centre (<https://www.gumburu.tsv.catholic.edu.au/>)** is located in the World Heritage Listed Paluma rainforest, approximately 90 minutes drive north of the city of Townsville. The centre is owned and operated by the Townsville Catholic Education Office and was originally established to accommodate school and Church groups for retreats and environmental education. Since it opened in 1995, more than 45 000 people have experienced the tranquility of Gumburu, with its educational, spiritual and creational opportunities. Paluma is a mountain-top village nestled in the heart of prolific rainforest with spectacular geological features and fascinating flora and fauna.

**The Gumburu Environmental Education Centre** is seeking a dedicated **Cleaner/Cook** to join the team. The role is a **Part Time, Permanent** position commencing Monday, 18th January 2021.

### **About the role**

The Cleaner/Cook contributes to the effective and efficient operation of the Centre by providing a high level of cleanliness to the facilities. The Cleaner/Cook will work within a team to provide a clean, safe and pleasant environment for students and employees and create a physical environment that is conducive to learning and safe student movement.

Typical duties performed as cleaner may include, but are not limited to:

- Operate and maintain cleaning equipment including vacuum cleaners, polishers and blowers
- Sweep, mop and buff tiled floors and surfaces
- Assist to maintain cleaning stock levels and supplies and notify Centre Management when ordering is required
- Vacuum carpeted surfaces and floor mats
- Dusting, tables, shelves, ledges and surfaces
- Removing litter and general waste on site
- Empty and wash rubbish bins
- Clean windows, light fittings, fans, fridges and stoves
- Removing cobwebs and other debris
- Clean toilets, sinks, shower facilities and basins
- Ensure kitchen and communal areas are cleaned to a high standard
- Sweep, blowing and hosing/pressure clean paved areas
- General security.

Typical duties performed as caterer/cook may include, but are not limited to:

- Maintain a high level of hygiene throughout the kitchen, dining area/s and school staff tea/coffee station
- Operating and maintaining kitchen equipment including stove, microwave, commercial toaster, dishwasher, refrigeration ensuring a commitment to safety
- Sweep, mop and carry out a high standard of cleaning protocols for kitchen and dining area/s as per food health and safety requirements
- Food handling and preparation as per food health and safety requirements
- Empty, wash and sanitise kitchen rubbish bins and dispose of kitchen waste adequately
- Assist to maintain stock levels and notify centre management when ordering is required
- When required, support catering manager by purchasing food stocks and transporting in work van in a safe and hygienic fashion
- Assist cook with food preparation and menu planning as required
- Any other task as reasonably directed

### **About you**

#### **Experience**

- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
- Ability to work independently and also with others to contribute to effective team outcomes
- Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment

#### **Skills**

- Manoeuvring within the EEC – demonstrating agility and adherence to manual handling techniques
- Competent in the use/maintenance of equipment typically found in a commercial kitchen, including deep fryers and combi ovens
- Sound knowledge of food preparation and cooking styles
- Knowledge of current health practices as they pertain to food preparation areas
- Knowledge of Workplace Health and Safety protocols.

#### Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Flexible and responsive to the needs of the EEC and driven to achieve the best outcomes
- Ability to accept responsibility for own work.

#### What we offer

- Competitive Salary Range: \$26.17 - \$27.14 per hour pending experience
- Modern facilities, equipment and resources
- Superannuation up to 12.75% employer contribution(in a co-contribution arrangement)
- Access to long service leave after 7 years of continuous service
- Up to 14 Weeks' paid parental leave
- Corporate health insurance
- Thorough and professional Induction

Please see **Position Description** (<https://applynow.net.au/jobs/TCE601/assets/14533831>) for further information about this role.

#### How to apply

- Complete the **application form**
- Attach your **current resume** including contact details (phone and email) of at least **two professional referees**, with one of these referees being your **current employer or line manager**
- Complete a **covering letter** outlining your suitability for the position you are applying for.

#### Applications close 4pm Friday, 13th November 2020

Apply Now

Apply Now

or

[Apply with](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222850) ([https://www.seek.com.au/api/iam/oauth2/authorize?](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222850)

[client\\_id=EmployOff3PU&redirect\\_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response\\_type=code&scope=r\\_profile\\_apply&state=222850](https://www.seek.com.au/api/iam/oauth2/authorize?client_id=EmployOff3PU&redirect_uri=https%3A%2F%2Fapplynow.net.au%2Foauth2%2Fcallback&response_type=code&scope=r_profile_apply&state=222850))

Allows you to pre-fill the application using your SEEK profile information and resumé

#### Personal Details

\* Required field

First name* (required)	Last name* (required)
<input type="text"/>	<input type="text"/>
E-mail* (required)	Phone* (required)
<input type="text"/>	<input type="text"/>
Street* (required)	Street Cont.
<input type="text"/>	<input type="text"/>
City, Town or Suburb* (required)	Postcode or Zipcode* (required)
<input type="text"/>	<input type="text"/>
Country* (required)	State, Region or Province* (required)
Please choose...	Please choose...

#### Questions

1. Townsville Catholic Education is committed to promoting and protecting the rights, interests and wellbeing of children. Employees that work with children and young people will be required to apply for a Working With Children Check-Blue Card, which involves a check of national criminal history (including all spent convictions, pending and non-conviction charges), and other disciplinary and police information.\* (required)

I acknowledge that I may be required to apply for a Blue Card at my expense if I am employed by TCE.

2. Do you hold a current paid or volunteer Working with Children Suitability Card?\*(required)

Yes

No

3. Have you previously worked for Townsville Catholic Education Office?\*(required)

Yes

No

4. **Qualifications**

Please list relevant qualifications (completed or currently undertaking) in the following format: Qualification, Institution, Date completed or scheduled to complete

**5. Diversity**

Do you identify as an Aboriginal and/or Torres Strait Islander person?

- Yes
- No

**6. Your work rights**

Please choose one: \* (required)

- I am an Australian citizen
- I am a permanent resident of Australia or NZ citizen who has entered Australia on a valid passport
- I am a non citizen with a valid visa that provides work rights and I consent to this being verified
- Other

**7. Criminal convictions**

The Criminal Law (*Rehabilitation of Offenders*) Act 1986 outlines at section 9A the requirement to disclose convictions where application is being made for specified positions.

Have you been convicted, found guilty or otherwise had any criminal offence proven against you?\* (required)

- Yes
- No

8. Have you been charged with any criminal offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court?\* (required)

- Yes
- No

9. If you answered Yes, please provide details

**10. Work Health & Safety**

It is important for us to ensure that your health and safety is protected in the workplace. Are there any specific health problems, pre-existing illness or injury which may impact on your ability to safely perform the inherent (essential) requirements of the position you are making an application for?\* (required)

- Yes
- No

11. If you answered Yes, Please provide details

12. Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission. Do you consent?\* (required)

- Yes
- No

**13. Declaration:**

I declare that the statements made by me in this application are true, complete and correct. I understand that a false statement, omission or dishonest answer to any questions may be grounds for my application being discontinued or may result in termination of employment.\* (required)

- Yes
- No

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NEXT