

Student required for :

Position Vacant – Casual Cleaner and Office Administration

Blerick Country Retreat, is looking to employ a student (Year 9, 10, 11 or 12) to primarily assist with cleaning duties in self catering accommodation, and to assist owner with own domestic duties and to assist with administration and office tasks. From time to time it will also involve assisting in sales on the tree farm , however, this will not be a major role.

This position will be approximately 6 – 8 hours every Sunday, beginning at 9.30am. If you are unable to commit to this regularly because of other commitments eg: sport, religion, family or other, please do not apply. School holidays are also our peak time, so the suitable candidate must be available on Sundays during school holidays, and it would be preferred if they are also able to work other days over school holidays.

The suitable person needs to be well presented, trustworthy, confident, an independent worker, a problem solver, reliable, and have good communication skills (written, in person and on the telephone). A basic knowledge of computers is needed to be able to retrieve emails and to use booking software. No cleaning experience is necessary, but a willingness to work and learn is a must. Training will be provided.

This position involves the suitable candidate taking ultimate responsibility for preparing Cottages for new guest arrival. Meticulous cleaning and attention to detail is required, as well as speed and efficiency. Once the suitable candidate is trained, the owner needs to be confident that the job can be completed unsupervised and to an exceptionally high standard.

Job Tasks will involve:

Cleaning:

- operate vacuum cleaners to clean floors,
- clean, dust and polish furniture, fittings, skirting boards
- sweep, mop, scrub and polish floors, shampoo carpets and rugs
- clean walls and windows
- clean and disinfect laundry, kitchen, toilet and bathroom fixtures and floors
- empty and clean rubbish bins
- clean areas surrounding buildings, such as paths and entrances
- organise fire wood
- Changing beds and linen
- Maintaining utility room
- Washing and ironing linen

Office Duties

- Retrieving emails and replying to accommodation enquiries (phone and email)
- Processing credit cards and issuing receipts
- Taking bookings
- Answering telephone and assisting customers with their enquiries.

Remuneration: this will be negotiated and appropriate to age and experience

To apply for position, please send a brief email introducing yourself, your background and experience, and your contact details. We will contact you to discuss the position further. No application by phone please.