



BOROUGH OF QUEENSLIFFE

GENERAL APPLICANT INFORMATION – AMENITIES CLEANER

1. GENERAL

The Borough of Queenscliffe Council is seeking to appoint a reliable and thorough casual summer cleaner to clean the Queenscliffe caravan park amenities (toilet and shower blocks), over the summer period 2024/2025.

This position is based at the Queenscliffe Tourist Park located in Queenscliff, with shifts offered from December 2024 until 2 February 2025.

2. CONDITIONS OF EMPLOYMENT

This is a casual position, with an **hourly rate of \$36.59** including 25% casual loading. Superannuation is paid in addition to the hourly rate. Penalty rates will also apply to certain shifts (eg weekends, public holidays).

Up to 38 hours of work per week may be offered according to park demand, but as a casual position there is no guarantee of minimum hours.

Shifts may be offered between the hours of Monday to Sunday 7:00am–7:00pm.

Police check and working with children check

An offer of employment is conditional on the applicant obtaining a satisfactory Police Check and an employee Working with Children Check, both of which are to be organised by the successful applicant and reimbursed by the Borough of Queenscliffe. Please do not pay for a police check or employee Working with Children Check until you have been offered a position.

Visa/citizenship

To be eligible for appointment as an employee of Borough of Queenscliffe, you must be an Australian citizen or a permanent resident of Australia or have an appropriate current visa that entitles you to work lawfully in Australia. Council reserves the right to request proof of visa and/or citizenship status.

3. INFORMATION TO BE PROVIDED WITH THE APPLICATION

- Full name, address and telephone number
- **Copy of Resume**, including details of relevant experience

4. HOW TO APPLY

Email your application to recruitment@queenscliffe.vic.gov.au as soon as possible. Applications will be accepted until the position has been filled.

For further enquiries please contact Abbey Tatterson, Manager Customer Experience (03) 5258 1377.

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Recruitment privacy statement

The Borough of Queenscliffe is committed to the responsible handling of personal and health information collected as part of the recruitment process.

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- academic transcripts or qualifications
- referee details as provided
- information collected during the interview process
- other miscellaneous information that is disclosed by you

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law.

Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

Applicants may be required to undertake a health check and/or provide evidence of their COVID-19 vaccination status or lawful exemption.

The Borough of Queenscliffe will rely on information provided for selection process requirements.

More information is available in our Information Privacy policy available at:

[https://www.queenscliffe.vic.gov.au/files/assets/public/documents/your-council/policies/cp010 information privacy adopted 280319.pdf](https://www.queenscliffe.vic.gov.au/files/assets/public/documents/your-council/policies/cp010%20information%20privacy%20adopted%20280319.pdf)