



Cleaner, Maintenance, Gardener

PAPAROA is a self-contained property located in CBD Ballarat. The property is situated on a small block, with 3 bedrooms, 2 living areas, 1 bathroom and a kitchen. More information can be found at www.paparoa.com.au

Due to growth we are looking to appoint on a contract basis an independent cleaner or cleaning company to prepare the property for bookings.

Preference will be provided to individuals or companies who can also provide gardening and maintenance services.

Work provided will be on a needs basis, with consistent work being provided between now and December 2008 and hopefully on-going into 2009.

Position Description

The individual or company will be charged with ensuring that the property is prepared for bookings and servicing the property at regular times throughout long stays.

High standards will need to be achieved to ensure guests stays are comfortable.

A requirement to work independently and at times to tight deadlines is a necessity.

Duties and Responsibilities

Using developed checklists and procedures to:

- ❖ Clean the property after guests have stayed – including dusting, floors, bathroom, toilet & kitchen
- ❖ Bundle washing to be collected and remake beds
- ❖ Prepare the property for future bookings including, clean linen, towels and re-stocking supplies provided
- ❖ Stock control
- ❖ Servicing of the property while people are there including changing linen & towels, light dusting, some cleaning, vacuuming and restocking of essential items. (As required)
- ❖ Lawn mowing and general gardening (if appropriate)
- ❖ Maintenance items as required from time to time (if appropriate)

Fees

Fees will be negotiated with the successful contractor, but will be approximately \$25 per hour.

Application

Please apply in writing to PO Box 1338, Bakery Hill PO, 3353. Include 3 references, at least one commercial.