

## **Homestead Site Assistant (Permanent Part-time)**

Saturday and Sunday, 9am to 4:30pm

Start date: Saturday 6<sup>th</sup> July for approximately a 3-month period

The CB Alexander Foundation are seeking a Homestead Site Assistant to join our team. If you are the jack or jill of all trades, we want to hear from you. The role is diverse and hands on, where you will oversee day to day operations of the property. Flexibility and adaptability are key in a role like this. You'll likely encounter a variety of tasks, so being resourceful and willing to learn and adapt to new things will serve you well!

### **Key Responsibilities:**

- General grounds keeping (excluding mowing)
- Site security
- Cleaning amenities
- Event, wedding, or tour assistance & set up
- Housekeeping of boutique accommodation & guest assistance
- Liaise with site contractors
- Additional duties as required by management, as required

### **Ideally the successful person will:**

- Have experience in a similar role or be a fast-learner
- Must be able to work alone, un-supervised and be self-motivated
- Team player with great organisational and people skills
- Demonstrate accountability
- Physically fit with a 'can do attitude'

### **Required:**

- WWCC or willing to apply
- First Aid Certificate
- Full Drivers Licence

Please send your resume to [homestead@total.com](mailto:homestead@total.com) or phone 02 4939 8901 for more information.

Applications close Wednesday 26th June, 5pm.