



## Housekeeper



**Level 1** \$63,463 – \$69,719 - Governor's Establishment General Agreement 2020  
**Agreement** Governor's Establishment General Agreement 2020 (GESGA 2020)  
**Contract Duration** Term of Governor – 3.5 Years

**2 Positions Available** 1 full-time Housekeeper (1 FTE) and 1 part-time Housekeeper (0.6 FTE)

### About us

The primary function of the Office is to provide personal, administrative and logistical support which enables the Governor to perform constitutional, ceremonial and community duties.

The Office of the Governor is led by the Official Secretary and operates in four streams:

- Events and Engagement
- Estate Management
- Strategic Program Management; and
- Corporate Services

The Office manages the Governor's active program of engagement and hospitality and is committed to managing the Government House and Grounds as a significant cultural heritage asset for the community of Western Australia.

### About the role

We have a unique and exciting opportunity for an experienced Housekeeper to join our proud team at Government House.

Part of a small dynamic team you will provide impeccable cleaning services to all aspects of the House, including interiors, carpets, antique furniture, precious objects and irreplaceable paintings.

Integral to the success of this role is a demonstrated enthusiasm and commitment whilst remaining discreet within the House.

### What do you do?

- Maintain a professional appearance, with a friendly and happy demeanour whilst remaining discreet within the house.
- Perform a variety of cleaning activities such as vacuuming, sweeping, mopping, ironing, washing, dusting, and polishing.
- Carry out maintenance and care of the House, furnishings and antiques.
- Ensure all areas of the House are cared for with a high level of attention to detail.
- Report damage or areas requiring special attention.
- Assist with hospitality service at functions hosted by Government House as required
- Assist the broader Hospitality Team as required
- Adhere to accepted health and safety practices.

## What we require of you

- Previous experience in a similar role
- Can meet the physical requirements of the job
- Sound understanding of manual handling and safety
- A mature and discrete approach to work in an environment driven by protocol
- Excellent personal presentation
- Self-motivated with a can-do attitude
- Great communication and interpersonal skills
- Work well under pressure
- Excellent time management skills
- Reliable, adaptable and takes pride in your work
- Team orientated

## How to apply

Please submit a resume and cover letter addressing the selection criteria to [corporateservices@govhouse.wa.gov.au](mailto:corporateservices@govhouse.wa.gov.au).

Applications close **Sunday, 22 January 2023**.

For short-term contracts and roles that require urgent filling, the screening and shortlisting process will commence immediately, and leading candidates may be contacted before the vacancy closes.

Only short-listed applicants will be contacted for an interview

Pre-Employment Requirements include a criminal record check and evidence of permanent residency.

*Recruitment Consultancies are respectfully requested not to submit applications for this role.*