



Venue Attendant – Casual

We are looking to employ a casual Venue Attendant at Castlereagh Conference Centre. This is a multiskilled role that includes cleaning, housekeeping and other general duties as required.

About Us

Castlereagh Conference Centre is a registered charity and has stewardship of the heritage listed site known as the Upper Castlereagh Methodist Church Group at Penrith Lakes in Western Sydney. Located in picturesque surroundings with views of lakes and the Blue Mountains, the site is part of NSW Rum Corp soldier John Lees original 1804 land grant. In 1815, Wesleyan Church services commenced in Lees' home. Two years later, he set aside this section of his land as the site of the first Wesleyan Methodist Church in the southern hemisphere and named the lot "the sacred acre". Our Centre is on a 99-year lease from the Uniting Church in Australia. The site was founded by the late Rev Dr Gloster Udy as the Castlereagh Academy, and today we operate as a specialist facility providing accommodation and hospitality services to a wide range of community, school, church and sporting groups.

Tasks & Responsibilities

- **Housekeeping & Cleaning** - Cleaning showers, toilets and bathroom environment in accommodation rooms and shared bathrooms. Making beds and removing rubbish from guest rooms. Cleaning mirrors and windows. Vacuuming, sweeping and mopping. Cleaning and setting up meeting rooms. Collecting removing rubbish.
- **Venue Presentation and Operations** - Leaf blowing driveways, paths and carparks. Mowing, weeding and general garden maintenance. Undertake landscaping tasks. Clearing blocked drains and toilets. Assist the Centre Manager to ensure prompt attention is paid to all repairs for buildings, grounds, gardens, tools and equipment

Qualifications & Experience

- High level customer service skills and attention to detail
- Excellent interpersonal skills.
- Teamwork skills.
- Ability to work with minimal supervision.
- Availability and willingness to work weekends, public holidays and shift work.
- Appropriate health and fitness to carry out all duties in a safe and efficient manner
- Excellent interpersonal and communication skills. Ability to clearly communicate effectively with clients & fellow staff members
- An understanding and willingness to work under the ethos of the Uniting Church
- This position required a valid Working with Children Check

Benefits

- Friendly team
- Peaceful work environment close to home

To Apply

If this sounds like you, please send your resume with a cover letter to the Centre Manager at, Email: bookings@castlereagh.org.au

Applications close Friday 31 July 2020

Castlereagh Conference Centre

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