

Position Vacant

Domestic Support, Moonee Ponds

We are currently looking to employ a domestic support person to join our team at Moonee Ponds. The role is for 11 hours per week. This role is currently for a six-month contract.

Duties:

- Purchasing of general goods and groceries for the house
- Preparing, cooking and serving lunch as a main meal with a lighter meal prepared for the evening
- General cleaning and tidiness of the house
 - Vacuuming carpet areas
 - Dusting all surfaces
 - Cleaning and disinfecting bathrooms and toilets
 - Mopping all tiled areas
- Laundry washing & ironing for one priest clothes, bed linen, towels etc.
- Attending to dry cleaning drop off/pick up as required.

Qualifications, Skills and Experience:

- Experience in and a genuine liking for cooking, general cleaning, washing and ironing.
- Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
- Ability to handle situations confidentially and with sensitivity.
- Well motivated to work for the Church and ideally possess a strong commitment to its values.

Additional Information:

1. Applications should be addressed to: recruitment@cam.org.au by 1st April 2020
2. For further information contact Suzette Diaz on 9926 2615.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.