



# Relief Campground Assistant / Cleaner - Windy Harbour

January 2025

**Celebrating our diversity**



## Relief Campground Assistant/Cleaner– F250019

Casual, Hourly rate \$40.54 (inclusive of casual loading)

**Looking to spend some time in picturesque Windy Harbour? Don't miss this opportunity!**

### The Place

Windy Harbour is a holiday settlement, situated on 190 hectares of Crown reserve and surrounded by the world famous D'Entrecasteaux National Park, 60-minutes south of Manjimup and 27km south of Northcliffe. Windy Harbour consists of leasehold holiday cottages, fisherman leasehold cottages and a camping ground with ~230 cottages developed on individual leases since the early 1900's. Leasehold tenure, seasonal occupation and a strong community have generated a settlement of unique character.

### The Position

An opportunity is available for a Relief Campground Assistant/Cleaner at the Windy Harbour settlement. The successful person will support the Caretaker with day-to-day activities including maintaining ablution blocks to facilitate the operation of the daily functions of the Windy Harbour settlement. The hours will vary, depending on seasonal activity, with minimal hours during off peak periods. Daily attendance to the settlement will be required when relieving the Caretakers leave. No housing or vehicle is supplied for this position.

### The Person

The ideal candidate will have the following skills and experience:

- Basic time management skills.
- Basic verbal communication skills including negotiation, interpersonal & public relations.
- Ability to work unsupervised and complete cleaning of large areas.
- Understanding of the cleaning methods for chemical usage.
- Knowledge of relevant chemical application in conjunction with health requirements.
- Experience with the operation of relevant equipment and cleaning of relevant surfaces.
- Experience with caretaking of public facilities, where applicable.
- Current "C" class driver's licence.
- National Police Clearance.

### To Apply

Visit [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au) or at 9771 7777.

**Closing Date: 5.00pm Wednesday, 5 February 2025**

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

# How To Apply

## Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

### 1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

### 2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

### 3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

### 4) Supporting Documents

- Please provide only copies of supporting documents.

## Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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## **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

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## Camping Ground Assistant / Cleaner

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Directorate	Development and Regulation
Department	Windy Harbour
Reports to	Caretaker Windy Harbour
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 2
Primary Location	Shire of Manjimup Windy Harbour Campground

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### Position Objectives

- Maintain the Windy Harbour ablution blocks in a clean and sanitary condition to facilitate the operation of the daily functions of leaseholders and the general public.

### Key Duties and Responsibilities

- Clean and wet mop all floors in ablution blocks.
- Empty bins in ablution blocks.
- Maintain stocks of chemicals and consumables as required.
- Report any damage, vandalism to the ablution blocks or maintenance requirements.
- Report safety and public liability issues / breaches.
- Cleaning of BBQ areas and Campers Kitchen.
- Registration of campers into the camping grounds.
- Carry out miscellaneous duties as directed to ensure the smooth operation of settlement.

### Skills, Knowledge, Experience and Qualifications

#### Skills & Knowledge

- Basic time management skills.
- Basic verbal communication skills.
- Basic negotiation skills.
- Basic public relation and interpersonal skills.
- Ability to work unsupervised and complete cleaning of large areas.
- Understanding of the cleaning methods for chemical usage.
- Knowledge of relevant chemical application in conjunction with health requirements.

#### Experience

- Experience with the operation of relevant equipment and cleaning of relevant surfaces.
- Experience with caretaking of public facilities, where applicable.

#### Qualifications

- No formal qualifications required.
- Current "C" class driver's licence.
- National Police Clearance.

## **Physical and Environmental Demands**

- Site based, physically demanding role; bend, squat, lift, carry, climb ladders, walk on uneven surfaces, and walk up and down embankments.
- Work is performed indoors and outdoors including on uneven or wet and slippery surfaces.
- High level use of chemical cleaning products.
- Position often works in isolation.
- Position often works after standard business hours.
- Driving is an essential requirement.

## **Extent of Authority**

Operates under general direction of the Caretaker Windy Harbour within established guidelines, procedures and policies of Council.

## **Selection Criteria**

### **Essential**

1. Basic time management skills.
2. Basic verbal communication skills.
3. Basic negotiation, public relation, and interpersonal skills.
4. Ability to work unsupervised and complete cleaning of large areas.
5. Understanding of the cleaning methods for chemical usage.
6. Knowledge of relevant chemical application in conjunction with health requirements.

### **Desirable**

1. Experience with caretaking of public facilities.
2. Senior First Aid.