# Position Details

## General Services – CSOF2

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| The following information is for applicants | |
| Advertised Job Title | Narrabri Lodge Housekeeper |
| Job Reference | 96700 |
| Tenure | Specified Term of 7 months  Part-time 40 hours/fortnight |
| Salary Range | AU$56,908 – AU$68,410 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | CSIRO Paul Wild Observatory, Narrabri |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Enterprise Manager |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact [Vicki.Drazenovic@csiro.au](mailto:Vicki.Drazenovic@csiro.au) or 02 93724272 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The role of General Services staff in CSIRO is to support research through the provision of routine site maintenance activities, which maintain and /or enhance the work environment of the Business Unit.You will be working as part of the onsite team, as well as with the Visitor Services Group. The role of the Narrabri Lodge Houskeeper is to manage the accommodation facilities, provide meals and catering for small events on sites. Your role is to support the onsite staff, as well as visitors to the site.

At CSIRO’s Space and Astronomy Business Unit, our research enables humanity to better understand the Earth and Universe. It contributes to solving the greatest challenges and building future industry.

The Narrabri Observatory is part of the Australia Telescope National Facility (ATNF), which is operated by the CSIRO. The [site](https://www.narrabri.atnf.csiro.au/observing/visitors/culgoora-main-site-aerial.html) contains the Australia Telescope Compact Array (ATCA), which consists of five moveable antennas on a 3-km east-west rail track with a 200m north-south spur, and a 6th antenna 3 km further to the west. The site used to be the home of the CSIRO's solar radioheliograph. The [central area](https://www.narrabri.atnf.csiro.au/observing/visitors/compact-array-infrastructure.html) of the observatory contains a control building with offices, a library, laboratories, workshops, and *The Lodge* for visitors and local staff.

The Narrabri Lodge offers on site accommodation for visitors/staff wishing to visit the site and those with observatory business. The lodge has 4 single rooms, a double room, bathrooms, a lounge room and a dining room. Although the rooms in the Lodge do not have private bathroom facilities, they are all equipped with hand basins. There is also a Flat which is self-contained.

Lodge staff provide meals for visitors. Some meals (e.g. in the evenings), will be prepared and left in the lodge refrigerator; these can be re-heated in the convection oven at your own convenience. Tea and coffee are available at the lodge.

### Duties and Key Result Areas

* Conducting regular cleaning and maintenance of the Narrabri Lodge, common areas and rooms, adhering to cleaning protocols and standards.
* Preparation of meals, including lunches and morning teas, ensuring dietary requirements are catered for.
* Maintaining a clean and hygienic kitchen environment, following food safety regulations and best practices.
* Procurement of groceries, cleaning supplies, and other essential items as needed, and ensuring timely replenishment of supplies.
* Ensuring timely and efficient cleaning of washable items.
* Handling booking confirmations.
* Under general supervision, undertake a range of tasks in accordance with established guidelines.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Certificate of high school education and/or relevant work experience in hospitality/catering and cleaning.
2. Food Handling certificate.
3. A current Australian driver’s license.
4. The ability to obtain a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **Desirable**

1. Experience in commercial housekeeping/cooking.
2. Food Safety Supervisor current certification.

## **Required Competencies**

* **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
* **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
* **Adaptability:**Accepts the need for change to work routines or technology.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and astronomy - CSIRO](https://www.csiro.au/en/research/technology-space/astronomy-space) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted