



OFFICE *of the* OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL

About the role

Position Title:	Household Attendant
Classification:	Government House Household Level 1 (plus 35% Inconvenience Allowance) and Superannuation at 15.4%
Tenure:	Full-time, 5 years
Location:	Government House, Yarralumla ACT

Overview

We are seeking a highly-motivated, enthusiastic and customer focused person to join the Household team at Government House, Canberra. To be successful in this role you will have a positive 'can do' attitude, a commitment to excellence as well as demonstrated experience in domestic support, hospitality, and event administration.

In this high tempo and dynamic environment, the Household Attendant is responsible for assisting the Manager Household Operations to provide high level front of house hospitality and back of house domestic services to Their Excellencies and give an uplifting experience to their guests.

This role includes an **Inconvenience Allowance of 35% on top of the advertised salary** in lieu of penalties for working after hours and weekend work when required, and unplanned changes to rosters to meet the operational needs of the Office. This takes the total remuneration for this role to \$67,966 - \$72,402 (plus 15.4% superannuation).

Duties

- Maintain the exemplary cleanliness and health and safety standards of the residences and associated buildings.
- Event set up and pack down.
- Provide outstanding service of food and beverages at official events.
- Conduct tours of Government House to visiting school groups.
- Undertake laundry duties, including washing and ironing of household items.
- Provide travel assistance to Their Excellencies, if required.
- Other duties, including basic administrative tasks, as directed.

Selection Criteria

- Excellent practical knowledge of back of house and/or front of house hospitality and household maintenance.
- Demonstrated ability to work under pressure, have an eye for detail, handle a physically demanding operational workload and adjust easily to changing work priorities and circumstances.

- Sound knowledge of hygiene and workplace health and safety requirements in a food preparation environment, and the ability to apply these in the workplace.
- Demonstrated experience providing a high level of professionalism and customer service to a diverse range of patrons, Their Excellencies, staff, guests and suppliers.
- Maintain a Responsible Service of Alcohol (RSA) certificate.
- Must possess a current driving licence and be available for after hours and weekend work, and to travel interstate if required.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

The successful applicant will be required to obtain and maintain a police check and security clearance at the Baseline level.

How to apply

Interested candidates should email a brief CV including the contact details of two current referees and a one page pitch to hr@gg.gov.au **by 7 June 2023**.

The pitch should explain how the candidate's skills, knowledge and experience will be relevant to this role against the selection criteria.

More information

If you require further information please contact Lynette Mace, Manager Household Operations on 0409 210 125 or lynette.mace@gg.gov.au

For further information about the Office of the Official Secretary to the Governor-General – including structure, corporate objectives and the Governor-General's program – visit www.gg.gov.au