

LAUNDRY ASSISTANT

Casual

JOB OVERVIEW

Opportunity for a Laundry Assistant to join Scotch College and be responsible for general laundry and occasional cleaning duties in support of our residential students.

The hours for this role are expected to be between 7am and 3pm, Tuesday to Thursday during term time with possible additional hours. There is a view to commence this casual position at the commencement of Term 1, 2017.

Our ideal candidate will have a positive attitude, strong organisational skills and the ability to communicate with diverse members of the College community.

The successful candidate will need proof of, or be eligible to undertake, a Department of Education National Criminal Check/Police Clearance and a Working with Children Clearance.

It is our preference that applications are submitted via the Employment page of the Scotch College website www.scotch.wa.edu.au/view/employment/ with the names and contact details of two professional referees. Alternatively applications may be submitted in writing, on A4 paper stapled in the left hand corner to the HR Officer, Scotch College, PO Box 223, Claremont WA 6910. No heavy or plastic folders please.

Closing Date: 4pm Friday 27th January 2017

Enquiries regarding application process

Tanya Swinny

Human Resources Officer

Tel: 9383 6930

Email: TMSwinny@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Shelley Willis

Laundry Supervisor

Tel: 9383 6894

Email: SRWillis@scotch.wa.edu.au