

AFTER HOURS DUTY OFFICERS, PART-TIME RETIREMENT VILLAGE

- Part-time
- Salary sacrifice options
- Based in Potts Point or Little Bay, close to public transport

St Luke's own and operate two exclusive retirement communities in Sydney's Eastern and South Eastern suburbs. We are currently seeking mature minded persons to join our dedicated teams as After Hours Duty Officers.

Rosters will depend on shifts:

Evening shifts commence at 5.00pm and cease at 8.30am (sleep over in a well appointed manager's apartments)

Weekend day shifts commence at 8.30am and cease at 5.00pm

Duties and responsibilities:

- You will be on call during your shifts for residents and building emergencies
- Answering the telephone
- Assisting with residents' enquiries
- Performing light housekeeping duties
- Ensuring our buildings are secured at the end of each day
- Liaising with supervisory personnel and tradespeople
- Undertaking other relevant tasks as per full position description

Selection criteria:

Resident safety and peace of mind is paramount for these positions. You will need to have:

- The ability to handle residents' emergencies in a calm and considerate manner
- A current Senior First Aid Certificate
- Excellent communication and interpersonal skills
- To be well presented, punctual, reliable and trust worthy

Successful applicants will be subject to both reference and Federal Police checks.

For further information regarding these positions, please send enquires to sandrews@slc.org.au

If you are interested in these positions, please send your cover letter and resume to recruitment@slc.org.au