



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

Position Profile

TITLE:	HOUSEHOLD ATTENDANT
CLASSIFICATION:	GOVERNMENT HOUSE OFFICER LEVEL 1
BRANCH:	EXECUTIVE
LOCATION:	CANBERRA
POSITION NUMBER:	045

About the work area

The Office of the Official Secretary to the Governor-General is a small Commonwealth budget funded statutory agency with staff located mainly at Government House in Canberra. The latest annual report for the Office can be found on the website for the Governor-General at www.gg.gov.au.

Under the direction of the Deputy Official Secretary to the Governor-General the Executive Support Branch provides direct support to the Governor-General through the management, planning and implementation of Their Excellencies' forward program of national and international engagements. The Branch is also responsible for liaison with external organisations, provision of policy advice, speeches, briefs, replies to representations from the public, and the management of Admiralty House and Government House household operations.

About the job

The day to day household operations at Government House are co-ordinated by the House Manager who is responsible to the Executive Manager for their efficient management, cleanliness and hygiene.

The Household Attendant/Valet is responsible for assisting the House Manager and the Assistant House Manager in the provision of domestic services to the occupants of the residence and their guests including:

1. The serving of food and beverages at all types of functions including breakfast, luncheons, receptions and dinners.
2. Maintaining the cleanliness of the Residence and associated buildings.
3. Undertaking laundry duties including washing, ironing and pressing of household and personal effects.

Duties

Under the direction of the House Manager:

1. Assist the House Manager, and Assistant House Manager in providing a steward service for the Governor-General and Spouse, their family, and guests as required, at Government House and Admiralty House.
2. Perform the duties of Valet/Personal Attendant to the Governor-General/Spouse so that their personal domestic requirements are met at Government House, Admiralty House, interstate and overseas. Tasks entail pre and post travel activity as well as the work undertaken during the trip.
3. Prepare for, and serve at, all types of functions including breakfast, luncheons, dinners and receptions. Serve callers visiting the Governor-General and Spouse as required.
4. Assist the House Manager and Assistant House Manager in all pantry operations, ensuring high standards of cleanliness and hygiene are maintained.

5. Prepare light meal requirements; take orders for daily meals and relay to Chef.
6. Distribute daily newspapers to the Governor-General and Spouse and staff.
7. Provide fresh fruit to the Governor-General's Suite and guest rooms as required.
8. Replenish supplies of liquor and soft drink to fridges and trays within various rooms around the house.
9. Assist with stocking of wine cellars.
10. Act as cloak attendant before and after functions as required.
11. Make beds and clean bedrooms, bathrooms, offices, stairways and hallways. Dust, vacuum, clean brass, clean and reset fireplaces. Clean pantry floors, walls and cupboards as required. Clean and polish silver, glassware and china.
12. Draw curtains, turn on lights, tidy rooms, remove bed covers, brush carpets as required.
13. Clean Domestic Staff Quarters, Chancery, Gardening Complex, Honours and outlying cottages.
14. Maintain the second floor Kitchenette in a clean state.
15. Clean insides of windows and chandeliers, and replace light bulbs when required.
16. Repair linen and household items when such repairs are practicable and provide a limited laundry service within the house.
17. Perform other duties if requested. Other duties may include the following:
18. Help the kitchen staff with food preparation and cleaning tasks.
19. Conduct School Tours of Government House Grounds.
20. Park and collect guest vehicles within the grounds and undertake driving tasks as required after appropriate training.
21. Log and up-date asset records within the establishment as required.

Immediate Supervisor: House Manager

Selection Criteria

1. Practical knowledge in waiting duties (food and beverage) with a relevant experience in a similar working environment that calls for an Household Attendant with versatility and flexibility.
2. Demonstrated ability to work under pressure, handle a physically demanding operational workload and adjust easily to changing work demands and circumstances.
3. Sound knowledge of hygiene and occupational health and safety requirements in a food preparation environment and EEO and ID principles and practices and the ability to apply these in the workplace.
4. Well-developed oral and interpersonal communication skills and the ability to exercise tact and discretion in dealings with Their Excellencies, staff and suppliers.
5. Must possess a current drivers licence. Must also be available for after hours and weekend work and to travel interstate.

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need to pass and maintain a security clearance at the Protected level.