



# Victorian Tamil Community Centre (VTCC)

விக்ரோறியா தமிழ்க் கலாசார நிலையம்

03-8900 6498 | [www.vtcc.org.au](http://www.vtcc.org.au) | [info@vtcc.org.au](mailto:info@vtcc.org.au)

40 - 44 Lonsdale Street, Dandenong, Vic 3175

## Position Description

### Position: Caretaker

**Hours:** Part time - Casual

### About the Role

We are currently seeking an energetic and reliable caretaker to take care of our facility at 40 44 Lonsdale Street, Dandenong and carry out basic maintenance and facility management duties.

### Duties & Responsibilities will include but not be limited to:

- Keeping the facilities clean and tidy at all times
- General maintenance & upkeep of the facilities and assets
- Providing access (opening & closing) of the facilities for customer events, and customer tours when required
- Providing monthly reports to building manager

### Skills & Experience

- Previous experience in a similar role preferred
- Personal commitment to a safe workplace
- Always display a high level of confidentiality
- Experience in commercial cleaning/building maintenance
- Ability to work independently in a trustworthy manner
- Highly responsible & reliable
- Customer focused
- Good communication skills

To apply please send your resume to "[contact@vta.org.au](mailto:contact@vta.org.au)"

**Note: Only successful applicants will be contacted**