BOROUGH OF QUEENSCLIFFE

GENERAL APPLICANT INFORMATION
Caravan Park Attendant (casual, fixed term)

1. GENERAL

The Borough of Queenscliffe is located in one of Victoria's premier coastal areas and is defined by unique environmental values, built heritage and maritime history.

Council is seeking to appoint a **Caravan Park Attendant (Casual, Fixed Term)** to join its team at the Queenscliffe Tourist Park.

The successful applicant will provide pleasant, efficient and effective customer service to site holders, accommodation customers, their visitors and other related parties and maintain a high standard of cleaning (including cabins), general park and grounds maintenance duties for the Queenscliffe Tourist Parks.

2. CONDITIONS OF EMPLOYMENT

The salary range falls within Band 3 (hourly rate $42.38–$44.99 inclusive of 25% casual loading) of the Borough of Queenscliff Enterprise Agreement plus superannuation. This is a **casual fixed term** position with **approximately 25 hours per week fixed term from ASAP start date until 19 February 2027**.

Shifts may be offered between the hours of Monday to Sunday 7:00am–7:00pm (including public holidays). Availability to be on-call on a rotating basis after hours (on call allowance will be paid) will be required.

Police check and working with children check
An offer of employment is conditional on the applicant obtaining a satisfactory Police Check and an employee Working with Children Check, both of which are to be organised by the successful applicant and reimbursed by the Borough of Queenscliffe. Please do not pay for a police check or employee Working with Children Check until you have been offered a position.

Visa/citzenship
To be eligible for appointment as an employee of Borough of Queenscliffe, you must be an Australian citizen or a permanent resident of Australia or have an appropriate current visa that entitles you to work lawfully in Australia. Council reserves the right to request proof of visa and/or citizenship status.

3. INFORMATION TO BE PROVIDED WITH THE APPLICATION

- **Cover letter** (including full name, address, telephone number)
    - Outlining your suitability for the position and why the position appeals to you
- **Copy of Resume / Curriculum Vitae (CV)**
    - Including details of relevant experience

4. HOW TO APPLY

Applications *must* be submitted by email to recruitment@queenscliffe.vic.gov.au by **4:00pm on Monday 16 November 2026.** For further enquiries please contact Abbey Tatterson, Manager Customer Experience on (03) 5258 1377.

Please address your application to Ms Abbey Tatterson with the job reference: QTPC2026.

Recruitment privacy statement

The Borough of Queenscliffe is committed to the responsible handling of personal and health information collected as part of the recruitment process.

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- academic transcripts or qualifications
- referee details as provided
- information collected during the interview process
- other miscellaneous information that is disclosed by you

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law. Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

The Borough of Queenscliffe will rely on information provided for selection process requirements.

More information is available in our Information Privacy policy available at: cp010-information-privacy-adopted-230725.pdf