

# Position Description



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

<b>Position title:</b>	Lightstation Attendant
<b>Classification:</b>	Level 2
<b>Status:</b>	Full time, ongoing
<b>Location:</b>	Cape Otway, Victoria
<b>Approved:</b>	Accommodation Services Manager – October 2024

## **About the Great Ocean Road Coast and Parks Authority**

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with Traditional Owners, our role is to manage, protect, rehabilitate and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches to town foreshores. We also lead visitation policy and planning for the scenic landscapes along the Great Ocean Road to manage visitation and provide a great visitor experience.

All revenue raised through our commercial endeavours is reinvested into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

## **About the Accommodation Services Team**

Our self-managed coastal Caravan Parks and Cape Otway Lightstation generate the majority of the Authority revenue. We are the single largest accommodation provider on the Great Ocean Road with over 800,000 visitor nights annually. Situated adjacent to some of the most spectacular beaches on the coast, we offer a range of accommodation options for families, tourists, students and visitors. Our Team currently manages the following accommodation service along the Great Ocean Road:

- Anglesea Family Caravan Park
- Apollo Bay Recreation Reserve

- Cape Otway Lightstation
- Kennett River Family Caravan Park
- Lorne Foreshore Caravan Park
- Marengo Family Caravan Park
- Port Campbell Recreation Reserve
- Princetown Recreation Reserve
- Skenes Creek Foreshore Caravan Park
- Torquay Foreshore Caravan Park
- Wye River Beachfront Campground.

### **Purpose of the position**

The **Lightstation Attendant** is an allrounder position at our Lightstation in Cape Otway. This position assists in fulfilling several roles, including those of:

- Housekeeper: responsible for cleaning and maintaining the public and site amenities, accommodation, and other facilities to a high standard. This may also require undertaking basic building maintenance functions from time to time to ensure public safety and functional operation, as directed.
- Ticket Sales Assistant: acting as the first point of contact to the Lightstation site. This involves being accountable for providing excellent customer service and satisfaction, ensuring customer needs and requirements are satisfactorily met.
- Café Assistant: performing a variety of duties in the site cafe to ensure an excellent customer experience.

### **Primary responsibilities**

The position is responsible for day-to-day cleaning duties, ticket sales, customer service, and café duties across the Cape Otway Lightstation precinct.

Key responsibilities of the position include:

- Perform a range of duties including coffee/tea making, waiting tables, clearing tables, washing dishes, serving customers, operating cash register and EFTPOS machine.
- Perform a range of cleaning duties such as sweeping, mopping, dusting, vacuuming, scrubbing, laundering, making beds, washing dishes, handling rubbish and other general duties in the act of cleaning guest accommodation, ablution blocks, café, and various site buildings and structures.
- Ticket and retail sales, co-ordinating group tour arrivals and assisting in staff communications.
- Carry out opening and closing procedures.
- Meet, greet, and engage with visitors across the Lightstation precinct, ensuring the safe movement of visitors on and off site, monitoring gate and carpark areas.
- Monitor the accommodation calendar and update housekeeping staff accordingly.

- Complete guest accommodation check in and out procedures, including providing keys and directions.
- Customer interactions including answering telephone enquiries, providing site information, dealing with customer complaints, and receiving maintenance requests.
- Ensure high levels of cleanliness and hygiene standards are always met in all areas of the Lightstation including staff amenities.
- Ensure checklists and schedules are completed, as required.
- Ensure stock levels and storage areas are always maintained including linen and cleaning supplies, and restock merchandise and products, as required.
- Comply with Occupational Health and Safety policies and procedures, identifying potential risks and reporting any hazards, accidents, incidents or near misses.
- Ensure site security is maintained and report any suspicious activities to Management
- Maintain a friendly, positive, professional, and cooperative manner when interacting visitors.
- Work to achieve highly cohesive working relationships and a friendly and positive working environment with internal and external stakeholders.
- Assist with any promotional activity, as required.
- Provide feedback and suggestions to Management on visitor experiences and improvements.
- Participate in regular staff meetings.
- Update and maintain knowledge of Lightstation history and relevant topics of local interest along with public site activities through training sessions and staff outings.
- Support other staff with their duties in relation to the operation of the Lightstation, as directed.

### **Key selection criteria**

#### **Qualifications and experience:**

- Relevant experience in Tourism or Hospitality sector
- Demonstrated experience in providing excellent customer service
- Practical cleaning experience involving a range of cleaning duties
- Experience in safe manual handling techniques and use of chemicals
- Current First Aid Certificate
- Barista/Coffee Making experience
- Food handling certificate
- Responsible Service of Alcohol certificate (desirable).

#### **Knowledge and skills**

- Ability to communicate with people across a broad range of backgrounds in a friendly and approachable manner
- Proactive approach to problem solving
- Good time management and organisational skills

- Ability to be flexible at work and be part of a highly committed and vibrant team.
- Basic food preparation skills
- Knowledge of occupational health and safety processes and procedures.
- Ability to work autonomously with integrity and efficiency.

### **Terms and conditions of employment**

Appointment to this position is subject to the successful applicant being able to:

- Provide a National Police Check Certificate
- Obtain a Working with Children Certificate
- Provide evidence of Australian Work Rights
- Hold a current Australian Driver's Licence.

### **Organisational relationships**

Reports to:	Tourism Operations Coordinator
Direct reports:	Nil.
Internal liaisons:	All Great Ocean Road Coast and Parks Authority departments
External liaisons:	Community, agencies and government stakeholders.