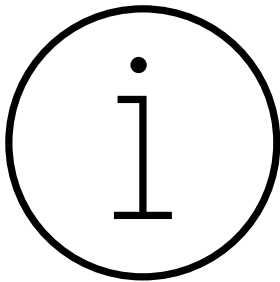


## Kitchen & Office Assistant at the Melbourne Racing Club

### Job description



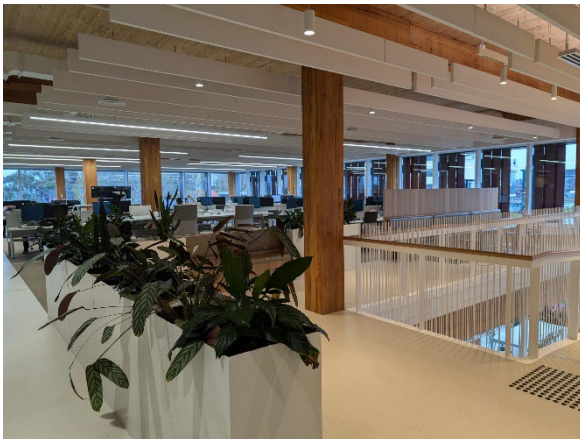
This **job description** has information about the Melbourne Racing Club, the job, and how you can apply.

### About the Melbourne Racing Club



The Melbourne Racing Clubs runs horse racing in some parts of Melbourne.

They are based in Caulfield, Melbourne.



The Melbourne Racing Club is workplace that:

- is fair, safe, caring, and fun
- has beautiful offices
- has friendly people working there
- is sometimes noisy
- is close to public transport

## What is the job?



The work you could do at the Melbourne Racing Club is:

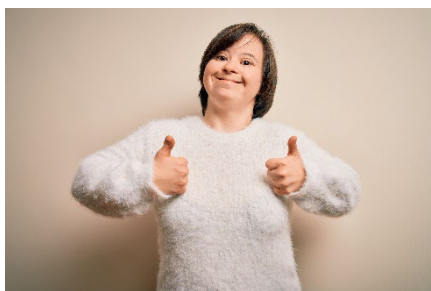
- tidy the kitchen and make sure there is enough tea, coffee, and milk
- clean the coffee machine
- office jobs like making sure there is enough stationery, shredding paper, and helping with mail outs
- keeping the meeting rooms tidy and making sure they have enough water and cups



This is a paid position. You will be paid for the hours you work.

The job is part-time for 8 or 9 hours on 2-3 days per week. If you get the job, you may be able to work more hours.

## About me



To apply for this job, you must:

- have Down syndrome
- be 18 years or older
- be ready to have fun
- like working in an office.



The skills you need to work in this job:

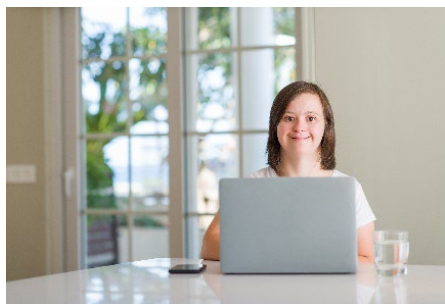
- you can work as part of a team
- you enjoy talking to people
- you like learning new things
- you can stock and clean the kitchen or meeting rooms
- you can help in the office with the stationery, mail outs, and paper shredding.

## How to apply



Send an email with your resume or Personal Profile to Brendon at:

**[employment@dsav.asn.au](mailto:employment@dsav.asn.au)** and a copy to **[brendong@dsav.asn.au](mailto:brendong@dsav.asn.au)**



Answer these 2 questions:

1. Why do you want to work at the Melbourne Racing Club?
2. What are your top 3 skills?



You need to apply for this job before

**Wednesday 27 November.**



If you have any questions you can ask Brendon.

Phone: 03 9486 9600

Email: **[brendong@dsav.asn.au](mailto:brendong@dsav.asn.au)**