



## Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.

# Chapel attendant assistant

- **Location: Fawkner**
- **Part-time (20 hours per week), On going**
- **Salary: EBA Outdoor Level 2.1A (\$35,459.32 + Super)**
- **Two roles**

This is an excellent opportunity for two experienced chapel attendant assistants to be part of our operations team based in Fawkner.

### Key responsibilities include:

The chapel attendant assistant has a shared role between three locations, being chapel, crematorium and gatehouse at Fawkner cemetery.

The responsibility of this role is as follows:

- ensure the prompt, respectful and responsive delivery of chapel services, in accordance with chapel operations, quality processes and procedures
- work cooperatively with all stakeholders in a multicultural environment
- provide service to and support the bereaved in a sensitive and compassionate manner
- ensure audio, video and DVD materials are successfully recorded and appropriately presented to the bereaved
- assist in maintaining the crematorium and chapels to a high and presentable standard.

### To be successful in this position you will require:

- experience in the provision of customer service and support, with attention to detail, a calm and professional demeanour, as well as flexibility and initiative in dealing with the unexpected.
- high level of interpersonal and communication skills and demonstrated ability to apply these with internal and external stakeholders
- personal presentation which reinforces the dignity of the occasion, as well as the maturity and aptitude to treat the deceased with dignity and respect at all times.



### TO APPLY:

Applications must address the key selection criteria and be submitted to [jobs@gmct.com.au](mailto:jobs@gmct.com.au)

To address the key selection criteria please visit our website.

<http://www.gmct.com.au/about-us/careers/>

Closing date:

**4pm Friday 26 October 2018**

*This position requires the successful candidate to undergo a pre-employment medical, police check and values testing.*

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.

### ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 19 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations' peace of mind.