

ALME GROUP PTY. LTD.©

87-89 Flemington Rd, North Melbourne, VIC 3051

(Office Hours: Mon – Fri 9:00am - 4:00pm)

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Ph: **(03) 9013 5779** (if no answer, please leave voice mail or send regular email)

Good Afternoon,

Our goal is to keep the depot site in an **orderly condition**. This position pay rate is **\$27.85 / hr.** Flexible work hours from Monday – Sunday) Job Location: **North Melbourne** railway depot (very close to North Melbourne railway station)

Depot Worker Responsibilities:

(easy to learn and no heavy lifting)

- Perform and document routine inspection and maintenance activities
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, cleaning ceiling vents cleaning etc.)
- Notify management of occurring deficiencies or needs for repairs
- Stock(pick/packing) and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Please answer the following questions:

1. Have you received a COVID.19 **first and second jab**? Yes / No
2. Which **shifts** do you prefer? morning = 8.00 (am) - 2.30 (pm)
afternoon = 3.00 (pm) - 9.30 (pm)
3. Would you prefer **full-time** 5 days or **part-time** 3 days employment ?
Full time is Mon-Fri and for part-time please pick any 3 days and weekend work available.
4. Would you be available to start next week **13th of February on Monday**? If Not, your earliest possible start date.
5. Do you have a valid **R.I.W Card** (Rail Industry Worker) ?

Best Regards,
William Rosanove