



## **“BAGDRAG” ASSISTANT**

### **INTRODUCTION**

The Women’s College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women’s achievements.

The College’s physical presentation and cleanliness are an important part of its highly valued reputation. “Bagdrag” students report to the Executive Housekeeper and provide support for her and the contract cleaning staff over the weekends during the university semesters, working to keep the College in good order by monitoring and maintaining the various common areas.

“Bagdrag” duties follow a rotating weekend roster, usually 8.00am to 11.30am on Saturdays and Sundays.

### **THE POSITION**

- Checking, dusting and collecting rubbish from the Front Section of College: front steps, Main Foyer, Main Common Room, Menzies Common Room, administration corridor, Menzies corridors, Reid Foyer, Resource Centre and the Sibyl Centre
- Tidying areas, collecting rubbish and replenishing paper supplies to female rest room (in the administration corridor), male rest room and disabled rest room (in Menzies corridor), unisex rest room (in Resource Centre) and the restrooms in the Sybil Centre
- In the accommodation wings: emptying all bins from pantries and bathrooms, replenishing toilet rolls and hand towel paper in dispensers
- Reporting excessive mess in bathrooms or common areas to the Resident Assistant on duty
- Performing extra housekeeping duties as required for weekend functions or special events
- Other tasks as identified by the Executive Housekeeper.

### **QUALIFICATIONS & EXPERIENCE**

- Students in any year of College may apply
- Previous work experience is desirable but not essential
- Taking pride in the College’s presentation is an important requirement of this role and merely undertaking “the bare minimum” will not satisfy the requirements of this position
- Ability to follow instructions, work independently and take initiative is essential
- Ability to liaise professionally with College staff, students and stakeholders