



## 1. POSITION DESCRIPTION

<b>Position Title:</b>	Cleaner
<b>Classification:</b>	Level 4
<b>Tenure:</b>	Casual Pool
<b>Award:</b>	Local Government Industry Award 2010
<b>Department/section:</b>	Works and Services

## 2. POSITION OBJECTIVES

- 2.1. To carry out all necessary cleaning tasks associated with the Shire, including the Recreation Centre, public ablutions, the Shire office, the community bus and other Shire assets including units/houses managed by the Shire. That work is to be undertaken in a safe and efficient manner, and under the general supervision of the Chief Executive Officer and to the standard so as to contribute to the Shire achieving its corporate goals.
- 2.2. To contribute positively to a harmonious workplace and to fulfilment of all duties, while adhering to OHS standards and safe work practices.
- 2.3. To liaise with other relevant Shire staff as required, to ensure the satisfactory management of your role, and undertaking of the above objectives, including regular attendance at meeting and reporting of work progress.

## 3. REQUIREMENTS OF THE POSITION

### 3.1. Skills

- Attention to detail
- Good time management skills
- Takes pride in work
- Good verbal and written communication skills
- Basic public relations and interpersonal skills

### 3.2. Knowledge

- Good working knowledge of the Occupational Health, Safety standards, and Equal Opportunities legislation
- Sound knowledge of the operation of the normal range of cleaning equipment and products
- Basic knowledge of local government operations and procedures
- Basic knowledge of Council's organisational structure and function.
- Basic knowledge of the Shire District

## 4. KEY RESPONSIBILITY AREAS

- 4.1. Recreation Centre: Maintain toilets and change rooms, cleaning twice weekly during relevant sports seasons. Maintain windows by clearing cobwebs monthly and washing windows regularly or as needed. General vacuuming and dusting/wiping to be done prior to bookings as needed. Cleaning after Shire functions/forums if requested by CEO or CDO. Cleaning after private functions only if those that booked have incurred cleaning fee. Regularly (2-3 times per week) visit Recreation Centre to ensure general state of cleanliness
- 4.2. Turf Bar: General vacuuming/mopping and dusting/wiping to be done prior to bookings as needed. Cleaning after Shire functions/forums if requested by CEO or CDO. Cleaning after private functions only if those that booked have incurred cleaning fee. Regularly (2-3 times per week) visit Recreation Centre to ensure general state of cleanliness.
- 4.3. Community Bus: Cleaning after Shire use if requested by CEO or CDO. Cleaning after private use, if excess cleaning is required a cleaning fee will be required.
- 4.4. Shire Office: Empty bins twice a week. Weekly thorough clean including vacuum, mop, wipe surfaces, door handles, front doors and toilets. Monthly clean of Shire windows and clearing of cobwebs. Clean Council Chambers after Council Meetings (which take place on the third Wednesday of every month).
- 4.5. Units/Houses: Cleaning of other Shire buildings on an ad-hoc basis as directed by CEO or CDO, which may include prior to entry cleans or exit cleans.

## 5. GENERAL ROLE REQUIREMENTS

- 5.1. To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious work place, including to take responsibility for the quality and standard of work performed, and that of your work colleagues.
- 5.2. Where required, to complete and submit work checklists or cleaning registers in facilities.
- 5.3. To work under the direction of the Chief Executive Officer, but to also be self motivated and able to work unsupervised as required.
- 5.4. To adhere to and promote safety in the work place as per the Shire's Occupational Safety and Health policies.
- 5.5. To observe and report on damage/maintenance requirements of equipment/tools in your care.
- 5.6. To identify and report any actual or perceived hazards/dangers/accidents to the Community Development Officer.
- 5.7. To undertake additional training where appropriate and authorised so as to maintain/enhance service skills.
- 5.8. Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required with minimal notice, to work over time and on weekends.

## 6. ORGANISATIONAL RELATIONSHIPS

- Reports to:** Chief Executive Officer
- Supervision of:** Nil
- Internal Liaisons:** Administration Officer (Community Services)  
Other Shire employees as required
- External Liaisons:** General Public  
Ratepayers  
Community groups  
Sporting clubs/groups

## 7. EXTENT OF AUTHORITY

Operates under the direction of the Community Development Officer and within the Shire's established guidelines, procedures and policies.

## 8. SELECTION CRITERIA

### 8.1. Essential

- Previous experience as a cleaner.
- Demonstrated ability to safely operate and maintain the normal range of cleaning equipment and products.
- Capable of physical labour as required.
- Knowledge of and ability to follow OHS polices, code of conduct and safe work standards.
- Verbal and written communication skills and ability to work with others as part of a team
- Ability to work unsupervised and be self motivated

### 8.2. Desirable

- Senior or Basic First Aid Certificate
- Hold current certificates in relation to use of chemical handling

### 8.3. Additional Requirements

All applicants must be able to demonstrate their right to work in Australia.

It is an inherent requirement of this role that the employee holds and maintains a valid WA Driver's Licence – minimum "C" class.

Preferred candidates may be required to obtain a National Police Clearance, Working with Children Check and undergo a medical examination to confirm fitness to work before an offer of employment is made.

## 9. CONDITION OF EMPLOYMENT

Manager/Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_