

# **POSITION DESCRIPTION**

## **OF Cleaner – Part-Time**



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<b>Title:</b>	Cleaner
<b>Tenure:</b>	Part Time – Maximum of 38 Hours per Fortnight
<b>Section:</b>	Corporate Services
<b>Level:</b>	Level 2 Local Government Industry Award 2020 - \$25.80/hr + over allowance to \$30.00/hr depending on experience

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#### **POSITION OBJECTIVES:**

The role of the Cleaner is to provide a high level of cleanliness and hygiene for Shire of Nungarin facilities, community buildings and public conveniences, in a safe and efficient manner that contributes to a positive image for the Shire. It is essential that cleanliness and routine cleaning is ongoing to ensure facilities are clean, maintained, and well-presented during hours of operation.

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#### **REQUIREMENTS OF THE POSITION:**

##### *Skills:*

- Demonstrated ability to recognise and interpret Material safety Data Sheets (MSDS) and equipment operating instructions;
- Demonstrated ability to use cleaning equipment;
- Well-developed verbal communication skills;
- Attention to detail;
- Good public relations skills;
- Ability to follow directions and use initiative.

##### *Knowledge:*

- Knowledge of Occupational Health and Safety Act and associated policies;
- Knowledge of WorkSafe Legislation and implementation of safe work procedures.

*Experience:*

- Demonstrate commercial cleaning experience or similar.

*Qualifications and / or Training:*

- Hold a current "C" Class motor driver's license.
  - Provision of a current National Police Clearance not more than three months old.
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**KEY DUTIES:**

- Responsible for the cleaning of shire facilities, as directed;
- Carry out emergency, vacation and spot cleaning as and when required;
- Ensure that damage and or maintenance issues are identified and reported;
- Utilise shire cleaning equipment and report issues if they occur;
- Ensure correct cleaning supplies are used;
- Ensure sufficient cleaning supplies and stock are on hand in order to be able to perform all duties and advise Shire Administration staff when cleaning supplies and stock are required to be ordered;
- Undertake on the job training, as required, to develop the necessary knowledge for the position;
- Take responsibility for own health and safety and the safety of the work environment;
- Recognise, report and, where possible, resolve safety hazards as they arise.

*Organisational*

- Embrace and participate in change to better achieve the Shire's goals and objectives.
  - Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
  - Maintain strict confidentiality.
  - Comply with Council's Code of Conduct ensuring integrity and ethical behaviour in all dealings.
  - Recommend changes of strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
  - Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, Equal Employment Opportunity legislation and Council's Policies and Procedures.
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## ORGANISATIONAL RELATIONSHIPS:

Responsible to: Manager of Corporate Services

Supervision of: Nil

Internal & External Liaison:

Internal: All Council staff

External: Liaise with Contractors  
Public Utilities  
Ratepayers and residents  
General Public



## EXTENT OF AUTHORITY:

The authority of the cleaner is extended to all decision making which does not require a direct decision of the Manager of Corporate Services, the Chief Executive Officer, the Council or other Managers and to implement actions to achieve goals, objectives and strategies under their direct area of responsibility.

All decisions made by the Cleaner must be within the confines of Council's established policies and procedures, the *Local Government Act 1995*, Australian standards and other legislation.

## CORPORATE ACCOUNTABILITIES:

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows proper concern for the public interest.
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire of Nungarin's Customer Service Charter.

- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
  - Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
  - Deliver effective use of Shire resources within the level of accountability for this position.
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#### **OCCUPATIONAL SAFETY AND HEALTH:**

- Understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
  - Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
  - Report all accidents, incidents and hazards.
  - Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
  - Eliminate and control hazards in the workplace using the hierarchy of controls.
  - Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the OS&H Act 1984 and OS&H Regulations 1996.
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#### **SELECTION CRITERIA:**

##### Essential:

- Ability to read and comprehend instructions, memos, general correspondence.
- Experience in various cleaning duties using a range of cleaning equipment and products.
- Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.
- Ability to work flexible hours, including weekends (if requested) and outside of regular office hours.
- Previous experience in a commercial cleaning role.
- Have your own car and reliable transportation to perform job duties effectively.

**PHYSICAL DEMANDS CRITERIA:**

<b>Standing:</b>	Regular standing is required throughout the day.
<b>Sitting:</b>	Required during the performance of desk/office/computer duties, and while attending meetings.
<b>Walking:</b>	General walking throughout the environs of the Shire of Nungarin, over vacant, undeveloped land and construction sites, with many variables of underfoot conditions.
<b>Bending or Stooping:</b>	Bending and stooping.
<b>Lifting:</b>	Lifting of small to medium items of equipment.
<b>Pushing:</b>	Limited pushing ability.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Limited reaching, except when reviewing plans.
<b>Carrying:</b>	Limited carrying of small to medium items only.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during normal work duties.
<b>Handling / Dexterity:</b>	Must be able to operate a range of office related items e.g. computer. Also while driving a vehicle.
<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is required to perform normal duties.  All other functions require a general standard of vision; e.g. reading, office duties and use of computer based equipment.
<b>Hearing:</b>	A good level of hearing capability is required.
<b>Psychological Factor:</b>	An ability to work with autonomy likewise be part of a Team. Be able to maintain excellent observation and concentration skills.  Good coping skills are important in the interaction with employees and members of the public.
<b>Literacy Skills:</b>	Must have good reading, numeracy, analytical and comprehension skills especially, technical knowledge, along with good verbal and writing communication skills, especially when dealing with a diverse clientele.

## SCHEDULE:

**NOTE:** You may be required to work on Saturday and /or Sunday which will be prearranged with your manager.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Admin Building	1 hour	1 hour	1 hour	1 hour	1 hour		
Depot Office		1 Hour		1 Hour			
Rec Centre	1 Hour per month and after each use						
Ablutions	2 Hour	2 Hour	2 Hour	2 Hour	2 Hour		
Town Hall	Friday before and Monday after Sunday market days and when requested						
Memorial Hall	1 hour per month and when requested						

NOTE: Below job descriptions are indicative only. Other cleaning duties might be required to maintain the cleanliness of the facilities.

Administration Office (outside of office hours 8:00am – 4:30pm): Dusting when required, Vacuum, mop, cleaning of toilets incl. stocking up of toilet amenities, emptying bins. Put wheelie bins on the curb on Fridays and bring back in on Mondays. Cleaning front reception sliding doors and windows when required.

Works Depot (Outside of work hours being 6am to 3pm in summer, and 7am to 4pm in winter) Dusting when required, cleaning of toilet incl. stocking up of toilet amenities, sweep and mop.

Recreation Centre including Bar area: 1 hour per month, after each use and as requested.

Recreation Centre and Caravan Park Ablutions: Sweep and mop floors, clean toilets, sinks and showers, including stocking up of toilet amenities.

Public Conveniences next to Radcliffe Park and the Post Office: Sweep and mop floors, clean toilets and sinks, stocking up of toilet amenities.

Town Hall: Friday before and Monday after each Market Day (first Sunday of the month except January and February) and when requested.

War Memorial Hall: Clean once a month and as requested.

Biannually: Cleaning of all windows

