



Position Description

Position Title:	Cleaner
Position Code:	3107
Basis of Employment	Part Time
Classification:	Grade 3
Reports to:	Team Leader Cleaner
Location:	Bland Shire Council - Shire Street West Wyalong
Date Position Approved:	31 August 2015

Primary Purpose of the Position

To provide high level and efficient cleaning services across Council's buildings and facilities to ensure all furnishings and fittings are presented to both staff and the public in a clean, tidy and neat state.

Primary Responsibilities

- General cleaning duties in all areas in and around Council's buildings and facilities, according to the cleaning schedule provided, achieving a high standard of care and quality outcomes
- Operate cleaning equipment ensuring compliance with Council's standards, policies and procedures.
- Maintain storage areas, so that they are presented clean, tidy and safe
- Use and store chemicals according to Council's policies and procedures
- Report any maintenance work to supervisor improving Council's buildings and facilities.
- Monitor supplies and advise supervisor when supplies are required
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities
- Carry out other duties that are within the limits of employee's skills, competence and training

Essential Criteria

- Demonstrated experience in providing high quality commercial cleaning and/ or cleaning public amenities
- Current Class "C" Driver licence

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Immunisations

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Continuous standing	Continuous reaching waist level/below waist level
Continuous walking	Occasional trunk rotation
Rarely sitting	Continuous repetitive forearm, hand and finger movements
Frequent bending/stooping	Continuous manual dexterity and handling
Frequent squatting/crouching	Occasional reaching overhead
Frequent kneeling	