

## Position Description

|                       |                                              |
|-----------------------|----------------------------------------------|
| Date Reviewed:        | March 2024                                   |
| Position:             | Casual Cleaner                               |
| Business Unit:        | Community Facilities                         |
| Directorate:          | Assets & Operations                          |
| Location:             | Various Council Buildings                    |
| Reports to:           | Recreation Facility Manager                  |
| Remuneration:         | Grade 3                                      |
| Award Classification: | Band 1 Level 3                               |
| Hours of Work:        | A variable number of hours on a casual basis |

## Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

## Position Statement

This position is responsible for providing a wide range of cleaning assistance within Council buildings and amenities.

## Position Duties

- Carry out cleaning duties on designated Council buildings including public convenience sites
- Report any building maintenance problems encountered
- Liaise with contractors to carry out building maintenance repairs
- Advise supervisor of any necessary changes to work methods or programs
- Assist with setting up rooms for meetings as needed
- Carry out washing up and sundry cleaning tasks as required
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

## Essential Selection Criteria

- Demonstrated experience in a cleaning position
- Demonstrated ability to work without direct supervision
- Demonstrated basic numeracy and literacy skills
- Demonstrated knowledge and understanding of obligations under the WH&S Act 2011
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and strive to achieve our vision and mission.

## Desirable Selection Criteria

- Current First Aid Certificate
- Current Chemical Users Certificate
- Class C Drivers Licence
- Demonstrated ability to identify minor works for safety/maintenance purposes

## Competencies

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entry Level: | Satisfactorily meets essential requirements                                                                                                                                                                                                                                                                                                                                                                                                       |
| Level 1:     | <ul style="list-style-type: none"> <li>• Ability to report maintenance breakdowns to the Recreation Facility Manager</li> <li>• Advanced record keeping skills</li> <li>• Ability to liaise with contractors</li> <li>• Ability to operate a steam or pressure cleaner</li> <li>• Basic building maintenance awareness</li> <li>• Demonstrated ability to identify and report workplace hazards</li> </ul>                                        |
| Level 2:     | <ul style="list-style-type: none"> <li>• Demonstrated advanced customer relations skills</li> <li>• Demonstrated ability to operate a wet / dry vacuum cleaner</li> <li>• Demonstrated ability to identify hazards and make recommendations to control or eliminate</li> </ul>                                                                                                                                                                    |
| Level 3:     | <ul style="list-style-type: none"> <li>• Demonstrated ability to make recommendations for preventative maintenance</li> <li>• Demonstrated excellent customer relations skills</li> <li>• Demonstrated ability to train new cleaning staff</li> <li>• Demonstrated ability to make recommendations for change to the Recreation Facility Manager</li> <li>• Demonstrated ability to prepare safe work method statements for own duties</li> </ul> |
| Level 4:     | 1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role                                                                                                                                                                                                                                                                                                                                                    |

## WHS Performance Measures & Responsibilities

| All Employees/Workers                                                                                                                                                                                                                         |                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsibilities:                                                                                                                                                                                                                             | Performance Measures:                                                                                                                                                                                                            |
| Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.                                                                                              | Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors.<br>Demonstrate reasonable care of themselves and others who may be affected by their actions.                                 |
| Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of. | Demonstrated adherence to WHS Policy and procedures.<br>Signed acknowledgement sheets of policies and procedures that all workers have been informed of.                                                                         |
| Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).                                                                                                                    | Evidence of participation in performing risk assessments for all duties.<br>Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).                                          |
| Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).                                                                                        | Demonstrated adherence to site specific risk assessments.<br>Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).                                                                          |
| Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.                                                                                                                                                    | Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.<br>Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner. |
| Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.                                                                                                                          | Demonstrated use and maintenance of safety equipment and PPE.                                                                                                                                                                    |
| Commitment to WHS and promote a risk assessment approach to all activities performed by Council.                                                                                                                                              | Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures.<br>Attend toolbox and other meetings relating to WHS requirements.                                            |
| Have a sound understanding of the WHS requirements associated with their employment duties.                                                                                                                                                   | Attendance at WHS training sessions.<br>Demonstrated awareness of WHS responsibilities outlined in position description.                                                                                                         |

## Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

### Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task  
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.  
 Constant: Activity exists more than 2/3 of the time when performing the task.  
 Repetitive: Activity involves repetitive movements.

| Demands            | Description                                                                                                                                             | Frequency |   |   |   |     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|-----|
|                    |                                                                                                                                                         | O         | F | C | R | N/A |
| Physical Demands   |                                                                                                                                                         |           |   |   |   |     |
| Kneeling/Squatting | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels                                              |           |   | √ |   |     |
| Leg/Foot Movement  | Tasks involve use of the leg and or foot to operate machinery                                                                                           |           |   | √ |   |     |
| Hand/Arm Movement  | Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.                                          |           |   | √ |   |     |
| Bending/Twisting   | Tasks involve forward or backward bending or twisting at the waist.                                                                                     |           |   | √ |   |     |
| Standing           | Tasks involve standing in an upright position without moving about                                                                                      |           |   | √ |   |     |
| Driving            | Tasks involve operating any motor powered vehicle<br>Types of vehicles:                                                                                 | √         |   |   |   |     |
| Driving            | Tasks involve driving vehicle on unsealed roads.                                                                                                        |           |   |   |   | √   |
| Sitting            | Tasks involve remaining in a seated position during task performance                                                                                    |           |   |   |   | √   |
| Reaching           | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.                                          | √         |   |   |   |     |
| Walking/Running    | Tasks involve walking or running on even surfaces                                                                                                       |           |   |   |   | √   |
|                    | Tasks involve walking on uneven surfaces                                                                                                                |           |   |   |   | √   |
|                    | Tasks involve walking up steep slopes                                                                                                                   |           |   |   |   | √   |
|                    | Tasks involve walking down steep slopes                                                                                                                 |           |   |   |   | √   |
|                    | Tasks involve walking whilst pushing/pulling objects                                                                                                    | √         |   |   |   |     |
| Climbing           | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees                                                                        | √         |   |   |   |     |
| Working at heights | Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground. |           |   |   |   | √   |
| Lifting/Carrying   | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms                    | √         |   |   |   |     |
|                    | 1. Light lifting/carrying (0-9 Kg)                                                                                                                      | √         |   |   |   |     |
|                    | 2. Moderate lifting/carrying (10-15 Kg)                                                                                                                 | √         |   |   |   |     |
|                    | 3. Heavy lifting/carrying (16 Kg and above)                                                                                                             |           |   |   |   | √   |
| Digging            | Tasks involving manual digging                                                                                                                          |           |   |   |   | √   |
| Pushing/Pulling    | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.                                                 |           |   |   |   | √   |
| Grasping           | Tasks involve gripping, holding, clasping with fingers or hands.                                                                                        |           | √ |   |   |     |
| Manual Dexterity   | Tasks involve fine finger movements – i.e. keyboard operation, writing.                                                                                 |           |   |   |   | √   |

| Demands                      | Description                                                                                                                                                                       | Frequency |   |   |   |     |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|-----|
|                              |                                                                                                                                                                                   | O         | F | C | R | N/A |
| Sensory Demands              |                                                                                                                                                                                   |           |   |   |   |     |
| Sight                        | Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night. |           |   | √ |   |     |
| Hearing                      | Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment                                                                               | √         |   |   |   |     |
| Smell                        | Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals                                                               |           | √ |   |   |     |
| Taste                        | Tasks involve use of taste as an integral part of task performance                                                                                                                |           |   |   |   | √   |
| Touch                        | Tasks involve use of touch as an integral part of task performance                                                                                                                |           |   |   |   | √   |
| Psychological Demands        |                                                                                                                                                                                   |           |   |   |   |     |
|                              | Working with animals                                                                                                                                                              |           |   |   |   | √   |
|                              | Dealing with dead or injured animals etc.                                                                                                                                         |           |   |   |   | √   |
| Psychosocial Demands         |                                                                                                                                                                                   |           |   |   |   |     |
|                              | Tasks involving customer service (members of the public & clients)                                                                                                                |           |   |   |   | √   |
|                              | Tasks involve interacting with distressed or angry people                                                                                                                         |           |   |   |   | √   |
|                              | Tasks involve interacting with people with mental illness/disability                                                                                                              |           |   |   |   | √   |
| Exposure to Chemical Hazards |                                                                                                                                                                                   |           |   |   |   |     |
| Dust                         | Tasks involve working with dust – e.g. sawdust                                                                                                                                    |           |   |   |   | √   |
| Gases                        | Tasks involve working with gases                                                                                                                                                  |           |   |   |   | √   |
| Fumes                        | Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc                                       |           |   |   |   | √   |
| Liquids                      | Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis                                                                | √         |   |   |   |     |
| Hazardous Substances         | Tasks involve handling hazardous substances including storage and/or transporting.                                                                                                |           |   |   |   | √   |
| Working Environment          |                                                                                                                                                                                   |           |   |   |   |     |
| Lighting                     | Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare                                                                      |           |   |   |   | √   |
| Sunlight                     | Exposure to sunlight                                                                                                                                                              |           |   |   |   | √   |
| Temperature                  | Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room                                                                        |           |   |   |   | √   |
| Confined Spaces              | Tasks involve working in confined spaces                                                                                                                                          |           |   |   |   | √   |
| Accident Risk                |                                                                                                                                                                                   |           |   |   |   |     |
| Surfaces                     | Tasks involve working on slippery or uneven surfaces                                                                                                                              |           |   |   |   | √   |
| Housekeeping                 | Tasks involve working with obstacles within the area – bad housekeeping                                                                                                           | √         |   |   |   |     |
| Heights                      | Tasks involve working at heights below knee level and/or above shoulder height.                                                                                                   | √         |   |   |   |     |
| Manual Handling              | Tasks involve manual handling.                                                                                                                                                    | √         |   |   |   |     |
| Biological Hazards           |                                                                                                                                                                                   |           |   |   |   |     |
| Biological Products          | Tasks involve working around wastewater/garbage etc.                                                                                                                              |           | √ |   |   |     |

## Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

|                |  |
|----------------|--|
| Employee Name: |  |
| Signature:     |  |
| Date:          |  |