



Position Description

Position Title	Cleaner – Margaret River Library
Directorate	Sustainable Economies and Communities
Level	IA Level 1
Reports to	Coordinator Library Operations
Primary Location	Margaret River Library
Position No. & version	

Position Overview

Primary function of the position is to ensure the Margaret River Library is maintained to a high level of safety and cleanliness at all times.

Position Responsibilities

Community and Customer Focus

- Cleaning Margaret River Library inclusive of library area, staff workroom, offices, toilets and kitchens
- Use only Tri Nature cleaning products as directed by Coordinator Library Operations
- Sweeping and monitoring of immediate surrounds of library including veranda's, front entrance and after-hours return chute area and courtyard.
- Complete works in accordance with safe work practices
- Keep the Coordinator well informed of maintenance problems and potential hazards to facility users

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Work Health & Safety legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.



Position Requirements

Essential

- Developed time management skills
- Developed cleaning experience
- Developed communication and interpersonal skills
- Physically fit to undertake required work

Desirable

- 'C' class driver's licence
- Previous experience cleaning public building
- Demonstrated knowledge in the use of cleaning products for the cleaning of Public or Commercial buildings
- Knowledge of Microsoft computer programs eg. Outlook

Key Relationships

Internal	External
• Council staff • Councillors	• Members of the community

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date