



Position Description

Position Title	Cleaner
Position No.	10056
Division	Infrastructure & Economy
Section	Buildings
Reports to	Cleansing Unit Team Leader
Current Status	Full-time 38 hours per week
Band/Level	1/2
Grade	2
Step	Entry to Step 4
Last Reviewed	May 2021
Conditions of Employment	The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

To enhance the community health and amenity by proper cleansing practice. The role of the Cleaner is to undertake general cleaning duties, including the removal of litter, vacuuming carpets, sweeping and mopping hard floor surfaces, wiping down surfaces, dusting shelves, clearing bins, cleaning windows and disinfecting bathroom and kitchen areas, ensuring hygienic standards are maintained throughout Council's administration offices, chemical handling and storage procedures are followed and any hazards are reported to the Cleansing Unit Team Leader.

Specific Duties and Responsibilities

- General Responsibilities
 - Respect and support Council and its customers establish effective working relationships and contribute towards positive channels of communication to ensure the smooth operation of Council's services in order to provide and maintain high quality community services and facilities.
 - Comply with the policies and procedures of Council.
 - Conduct daily and monthly workplace inspections and risk assessments and as per schedule provided. E.g. – Safe building checks etc., report all workplace accidents and hazards to the Cleansing Unit Team Leader, and implement immediate action for identified hazards if able to do so and ensure that equipment is respected and maintained to an optimal level of safety and aesthetics.
 - Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Ensure Cleanliness of Council and Community Buildings
 - Undertake general cleaning duties in accordance with Council's predetermined register of assets and service standards including, but not limited to, the following:
 - a) Sweep out the front of the buildings and entry paths,
 - b) Remove cobwebs where visible (externally & internally),
 - c) Clean all glass entrance doors, spot clean marks from plate glass,
 - d) Empty waste paper bins and place rubbish in outside bins,
 - e) Dust all fittings, furniture, cabinets, shelves, skirting boards, computers, work stations, fans, air conditioners and other flat surfaces,
 - f) Wipe down and clean counters, tabletops, filing cabinets and other hard surfaces, removing stains where necessary,
 - g) Sweep and mop all vinyl floor coverings and hard floor surfaces, ensuring slip hazards are minimised,
 - h) Vacuum carpets, spot cleaning and removing stains where necessary,
 - i) Disinfect bathroom, kitchen, sink areas, ensuring hygienic standards are maintained,

- j) Clean and sanitise toilet seats, hand basins, fittings, urinals and mirrors,
- k) Clean and sanitise toilet / shower and dividing walls and empty bins,
- l) Clean windows,
- m) Replenish toilet paper and hand towel dispensers and refill hand soap dispensers,
- n) Wash tea towels and hand towels,
- o) Washing dishes if spare time,
- p) Clean and sanitise Microwave and fridge (Once a month),
- q) Detailed Cleaning (quarterly) or as directed.

➤ Supplies and Equipment

- Provide lists of cleaning supplies and equipment to be ordered through authorised suppliers to ensure adequate stocks are available for use.
- Maintain storage areas so that they are presented in a clean, tidy and safe manner.
- Use and store products, substances or chemicals following Safety Data Sheets safety information, Council's policies and legislative requirements.
- Operate cleaning equipment in accordance with Council's requirements and manufacturers' instructions.
- Wear gloves and appropriate Personal Protective Equipment (PPE) at all times.

Undertake other duties as assigned by the Building and Recreation Facilities Manager that are compatible with the job holder's level of skills, experience and capability.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms

Work Health & Safety Responsibilities

- Follow Council's WHS policies and procedures as instructed
 - Ensure their actions do not adversely affect the health and safety of themselves or any other person
 - Report all WHS hazards and incidents to their supervisor as soon as possible
 - Participate in all required WHS training
 - Follow all reasonable directions from supervisors, managers, and others in regard to safety
 - In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
 - Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over \$250k.
 - Ensure current SWMSs are followed for all high-risk construction work.
- Recordkeeping Responsibilities
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

Nil Supervisory Responsibilities

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Selection Criteria

Essential

- Hold a current class C, P1 or P2 drivers licence.
- Proven numeracy and literacy levels usually associated with Year 10 Secondary Education.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to provide high quality work in order to provide a clean, hygienic, safe and aesthetic environment for Council employees and members of the public.
- Knowledge of the safe use of appropriate chemicals, and the ability to measure simple quantities for mixtures for chemical use to comply with manufacturers' specifications.
- Be a friendly and self-motivated team player, with a demonstrated ability to work independently with minimal or no direct supervision, contribute positively within a team environment and support the work of Council employees, and promote a customer focus and service excellence culture.
- Well-developed organisational skills to manage competing priorities, complete set outcomes within tight deadlines, including the ability to use these skills in the practical planning and coordination of own work schedule.
- Proven ability to communicate clearly and effectively both verbally and in writing to establish and maintain cohesive and co-operative interpersonal relationships.
- Demonstrated commitment to and understanding of Work Health and Safety
- Demonstrated Commitment to the principles of honesty and integrity

Desirable

- Previous relevant experience in commercial cleaning and /or cleaning of public amenities, with a demonstrated ability to apply the necessary skills and techniques to achieve outcomes relevant to this position in an accurate and timely manner.
- Hold Certificate II in Cleaning Operations or equivalent.
- Hold a current First Aid Certificate.