JOB TITLE  Cleaner
JOB STATUS  Casual (6hrs/week)  RATE  LG Award 2020 Level 3 ($21.54/hr)
REPORTS TO  Chief Executive Officer  DATE  August 2020

JOB DESCRIPTION

Purpose of role
The principle objective for this position is to maintain clean, safe and hygienic work environment for Council staff and public facilities for residents and visitors.

Key Relationships
- CEO
- Council staff
- Wagait Beach residents and visitors

Main duties and responsibilities
Shire Office, Works Office and Community Centre

Twice Weekly
- remove waste from bins and clean as required
- vacuum or sweep and wet mop floor
- wipe over tea-room area including outside of fridge and sink
- clean telephones, computers and keyboards
- desks cleaned only if clear
- clean door jambs
- vacuum upholstered furniture
- clean both sides of front door and adjacent windows, wipe frames
- spot clean walls, light switches
- dust all fixtures
- clean and sanitize all toilets and wipe adjacent wall surfaces
- clean all mirrors, sinks, countertops and doors
- vacuum floor and wet mop with germicidal disinfectant
- replenish paper toilet paper and hand soap

Monthly
- clean air conditioner filters and fan blades
- dust / vacuum window-sills and coverings
- wipe over inside of fridge

Cloppenburg Park Ablution Block and BBQ’s

Twice Weekly
- clean and sanitize all toilets and showers
- wipe adjacent wall surfaces
• clean all mirrors, sinks, countertops and doors
• vacuum or sweep floor and wet mop with germicidal disinfectant
• replenish paper toilet paper and hand soap
• clean BBQ plates and empty oil/fat collectors

Service Responsibilities
• Provide an enthusiastic and positive high level of service to all internal and external customers
• Perform work in a safe and healthy manner and abide by Council and legislative safe work practices and procedures, instructions and safety management practices
• Ensure accountability and responsibility for Council’s resources including best value for dollar and care for Council equipment
• Remain conscious of and responsible for your own impact on your work environment and those around you.
• Ensure you abide by Council’s policies and practices
• Identify and implement any opportunity for improvement to systems, processes and work practices

Occupational Health & Safety
• Take reasonable care of his or her own health and safety
• Take reasonable care for the health and safety of persons who may be affected by the employee’s acts or omissions at a workplace
• Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation

Other duties
Other ad-hoc duties consistent with the role of Cleaner as identified and agreed with the Chief Executive Officer. The above list is not exhaustive and the role may change to meet the overall objectives of the company.

PERSON SPECIFICATION

Qualifications
• Asset Management Certificate

Experience
• Experience in all aspects of general and/or commercial cleaning and use of various cleaning equipment.
• Experience in chemical handling and storage.

Knowledge
• Good knowledge of and commitment to safe working practices.
• Demonstrate good understanding of Equal Employment Opportunity, Occupational Health and Safety, Cultural Diversity principles.
• Demonstrate understanding of Local Government responsibilities including confidentiality and conflict of interest.

Skills & competencies
• Good communication and interpersonal skills
• Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.

• Teamwork: willingness to assist and support others as required and get on with team members.

• Time management/organisation: accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.

Personal attributes

• Professional approach.
• Ability to work under pressure.
• Organisational and time management skills.
• Excellent attention to detail.
• Confident manner.
• Positive approach to change.
• Physical fitness

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Signed by You

_____________________________    __________________________
Signature                      Date

Signed by Supervisor

_____________________________    __________________________
Signature                      Date