



## Casual Cleaner – Position Description

**Wagait Shire Council**

### Position Details

**Position Title:** Cleaner

**Employment Status:** Casual

**Classification:** Local Government Industry Award 2020 – Level 3

**Location:** Wagait Shire

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### Purpose of the Role

Wagait Shire Council is seeking to fill **two cleaning positions** to support the cleanliness, presentation, and maintenance of Council facilities:

- **Two Casual Cleaners**

**These positions are a roster on a fortnightly cycle totalling 26 Hours.**

**Week 1 consists of 10 hours, and Week 2 consists of 16 hours.**

**Hours vary week-to-week but remain consistent across the two-week period.**

The primary purpose of these positions is to maintain a clean, safe, hygienic, and welcoming environment across Council workplaces and public facilities. The roles support the health, wellbeing, and comfort of Council staff, residents, and visitors by ensuring Council buildings, community facilities, public amenities, and recreational areas are maintained to a high standard of cleanliness and presentation.

The successful applicants will be responsible for carrying out routine cleaning duties, replenishing consumables, identifying maintenance concerns, and contributing to the professional appearance and safe operation of Council facilities in accordance with Council policies, procedures, and Work Health and Safety requirements.

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### Key Relationships

- Chief Executive Officer
- Council Staff
- Contractors and Service Providers
- Residents and Visitors

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### Key Responsibilities

#### Cleaning and Maintenance

- Clean, sanitize, and maintain Council offices, community facilities, public amenities, and other Council-owned properties.

- Vacuum, sweep, mop, and polish floors as required.
  - Clean and disinfect kitchens, tea rooms, toilets, showers, and change facilities.
  - Empty rubbish bins and dispose of waste appropriately.
  - Clean windows, glass, mirrors, doors, and other surfaces.
  - Dust furniture, fixtures, equipment, and fittings.
  - Replenish consumables including toilet paper, paper towels, hand soap, and cleaning supplies.
  - Clean outdoor public facilities, including BBQ areas, drinking fountains, and ablution blocks.
  - Report maintenance issues, hazards, damage, or vandalism to the appropriate supervisor.
  - Ensure cleaning equipment and storage areas are maintained in a clean and orderly condition.
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### **Facility Presentation**

- Ensure Council buildings and facilities are presented in a professional and welcoming condition.
  - Conduct regular inspections of facilities to identify cleaning requirements.
  - Assist with setup and cleaning duties related to community events when required
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### **Customer Service Responsibilities**

- Provide courteous, professional, and responsive service to staff, residents, visitors, and contractors.
  - Engage with stakeholders in a positive and cooperative manner.
  - Represent Council professionally at all times
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### **Work Health & Safety (WHS)**

- Perform all duties in accordance with WHS legislation, Council policies and safe work procedures
  - Take reasonable care for personal health and safety and that of others
  - Participate in Toolbox meetings, safety training and risk management activities
  - Correctly use personal protective equipment (PPE)
  - Immediately report incidents, hazards, near misses and unsafe conditions
  - Assist in maintaining safe worksites and operational practices
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### **General Responsibilities**

- Comply with Council policies, procedures, and Code of Conduct.
  - Maintain confidentiality of Council information.
  - Use Council resources responsibly and efficiently.
  - Contribute to continuous improvement of work practices and service delivery.
  - Undertake other duties within the scope of the position as directed by the CEO
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### **Personal Attributes**

- Reliable and punctual.
- Honest and trustworthy.
- Professional and respectful.

- Positive attitude and strong work ethic.
  - Physically fit and capable of performing manual tasks.
  - Commitment to providing quality service
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## Selection Criteria

### Essential

- Current Northern Territory Driver Licence
  - Working with Children Clearance (Ochre Card)
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### Experience

#### Essential

- Experience in general, commercial, industrial, or domestic cleaning.
- Experience using cleaning equipment and chemicals safely
- National Police Check.

#### Desirable

- Experience cleaning public facilities, community centres, offices, or local government facilities.
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### Knowledge

- Knowledge of safe cleaning practices and infection control procedures.
  - Understanding of Work Health and Safety requirements.
  - Knowledge of chemical handling and storage requirements.
  - Understanding of confidentiality and professional workplace standards.
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### Skills & Competencies

- Effective communication and interpersonal skills
  - Ability to work independently and as part of a small team
  - Ability to follow instructions and complete tasks efficiently
  - High level of organisation and attention to detail
  - Ability to undertake physical work in outdoor environments and varying conditions
  - Practical problem-solving skills and adaptability
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### Personal Attributes

- Professional and ethical approach
- Positive and proactive attitude
- Ability to work under pressure
- Commitment to safety and teamwork
- Adaptability and willingness to support organisational needs

## Acknowledgement

I certify that I have read and understood the duties, responsibilities and requirements of this position.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_