



## POSITION DESCRIPTION

<b>Position Title:</b>	Casual Cleaner / Facilities Set Up
<b>Position no:</b>	20210030
<b>Department:</b>	Planning and Environmental Services
<b>Main purposes of the role:</b>	Undertake cleaning of Council facilities. Set up of meeting and function rooms.
<b>Reports to:</b>	Manager Urban Services & Projects
<b>Hours of work:</b>	Casual
<b>Salary Grade:</b>	Grade 3
<b>Disclosure of Interest</b> Is the position required to complete a Disclosure of Interest Form	Not required
<b>Last reviewed:</b>	October 2021

## KEY RESPONSIBILITIES AND DUTIES

- Undertake cleaning of Council facilities.
- Set up of meeting and function rooms as required.
- Empty rubbish bins and recycling bins in offices and place mobile garbage bins in the appropriate locations for collection.
- Cleaning of toilets/washrooms on a daily basis to a high standard of hygiene and ensure adequate supplies are maintained at all times.
- Vacuum carpeted floors.
- Shampoo and dry clean carpets as required.
- Sweep, mop, wash, polish and buff non-carpeted floors as required.
- Wax and polish timber floors as required.
- Clean stairways and wipe handrails.
- Clean windows and glass partitions.
- Clean kitchens and meal areas.
- Dust ledges and desks.

- Clean counters in public areas.
- Set up meeting rooms when required.
- Clean tables and chairs after functions.
- Ensure all crockery and cutlery is clean and that all broken items are reported.
- Remove dirt marks from walls and doors.
- Report items that require maintenance attention.
- Remove cobwebs and rubbish from around Council facilities.
- Change light globes and tubes as required.
- Relief cleaning duties as required.
- Relocate furniture and equipment and assist with relocation of staff.
- Ensure accurate records are kept.
- Cooperate with staff in a team environment.
- Assist with the development and modification of policies and procedures as required.
- Respond proactively to customer service requests and portray a positive image to all internal and external customers ensuring that they are treated in a polite and professional manner.
- Observe safe work practices at all times including the immediate reporting of any real or potential safety hazards.
- Other duties as directed.

## **SELECTION CRITERIA**

- Experience in a similar role.
- Demonstrated experience in cleaning procedures and the use of cleaning products.
- Physically fit and able to cope with physical labour.
- Demonstrated ability to manage and organise own time in order to meet deadlines.
- Demonstrated ability to work effectively and efficiently with minimal supervision.
- Demonstrated ability to work in teams.
- Effective communication skills.
- Current Class C Drivers' Licence.