

POSITION SUMMARY

CUSTODIANS - CASUAL #651

Directorate	Cultural and Community Services
Section	Bathurst Memorial Entertainment Centre
Classification	Band 1, Level 3, Grade 3
Position Status	Casual
Hourly Rate	\$33.18 per hour plus weekend loading when applicable
Reports to	Operations Coordinator
Direct Reports	Nil
Work Location	Bathurst Memorial Entertainment Centre

Position Purpose

To maintain a functional, operational, clean, and healthy workplace and public area within, and the immediate surrounds of, the Bathurst Memorial Entertainment Centre.

Key Responsibilities

To provide:

- General custodian duties
- Setup of facilities for meetings, functions, and conferences at Bathurst Memorial Entertainment Centre
- Emptying garbage and recycling material into bins and place bins out for collection
- Identifying & undertaking minor repairs and maintenance
- Cleaning offices, kitchens, bars, bathrooms
- Other duties as required

Selection Criteria

Essential

- A current Class C Drivers Licence
- A current Working with Children Check
- Minimum one years' experience in a similar position
- Sound knowledge of appropriate handling use of cleaning chemicals
- Sound knowledge of working at heights
- Sound knowledge of operating small power tools
- Ability to work alone and in a team environment
- Ability to work flexible hours including nights and weekends on a regular basis

Desirable

- An interest in the performing arts
- Current First Aid qualifications
- Working at Heights qualification

Expected Organisational Standards

1. Follow WHS procedures
2. Provide service to customers (internal and external)
3. Work effectively in the local government context
4. Work with others in local government
5. Communicate in the Workplace
6. Follow defined risk management policies and procedures
7. Follow defined ethical guidelines from Council, including Code of Conduct
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- Hours of work as required
- Superannuation of 11% paid by Council
- Must be available to work flexible hours including nights and weekends as required
- Medical (including drug and alcohol screening) and audio required as part of selection process.