

Carpentaria Shire Council Position Description

Position Title:	Cleaning, Gardening and Maintenance Attendant
Position Status:	Permanent
Department:	Tourism
Location:	Les Wilson Barramundi Discovery Centre
Award Classification/Level:	LGE 2
Hours of Duty:	Seasonal – Full time (37.5 hrs week) April to September Part time (as required) October to March
Award & Enterprise Agreement:	Local Government Industry Award and Carpentaria Shire Council Administrative Agreement
Reporting to:	Centre Co-ordinator

Primary Objectives of the Position

This position is responsible for the cleaning, gardening and general day-to-day maintenance of the Les Wilson Barramundi Discovery Centre to the highest possible standard.

Key Duties & Responsibilities

Duties and responsibilities include but are not limited to:

- Day-to-day cleaning of toilets, foyers and common areas of the Les Wilson Barramundi Discovery Centre;
- Gardening including mowing, weeding, pruning and fertilising;
- Rubbish removal;
- Resolving minor maintenance issues;
- Work with the Centre Coordinator to liaise with tradespeople and contractors for any larger maintenance issues;
- Monitor and maintain car park area;
- Ensure any equipment used is maintained in an appropriate manner;
- Ensure cleaning and gardening supplies are monitored and maintained;
- Collaborate and communicate with other staff members to ensure high customer service standards are met; and
- Other duties and tasks deemed within accountability, skill and qualification levels.

KEY CRITERIA

Licenses

- Manual Driver's Licence

Skills

- Be able to demonstrate attention to detail and take initiative;
- Be able to multi-task and prioritise;
- Good communication skills; and
- Experience in cleaning and labouring.

Workplace Health & Safety and Equal Employment Opportunity Requirements

Work Health and Safety (WHS)

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
- Actively participate in WHS inductions and training;
- Participate in the development of safe work method statements and risk assessments with your supervisor when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when required;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including telecommunication devices;
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately;
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members;
- Treat people fairly;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity.