

Position Description

Position title:	Beach Cleaner
Directorate:	Infrastructure & Property
Service Unit:	Property & Facilities
Reports to:	Works Coordinator – City Presentation
Direct reports:	Nil
Salary point:	2
Work location:	Various locations
Date revised:	September 2022

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Property & Facilities?

We are a large team of 120+ staff members who provide a diverse range of services to the community, including Property Services, Building Trades and Facilities Management. Our focus is on providing facilities to our residents and visitors that are safe, fit for purpose and customer focused. As a member of our team you will be encouraged to bring fresh ideas to improve business processes / practices.

What's the focus of this position?

You will be responsible for the cleaning of public conveniences owned by City of Newcastle in accordance with prescribed schedules to the nominated standard designated by a tick off sheet to ensure these facilities are free of hazards to health. You will also oversee the removal of litter & debris from beaches and beach surrounds (including mowing of grassed areas) to ensure facilities are presentable and safe for public use.

What you'll be doing:

- Ensure litter is collected into bins and bins are placed for collection in accordance with prescribed schedules.
- Ensure conveniences are provided with consumables sufficient to meet user demands.
- Timely reporting of faults and vandalism to enable rectification.
- Work in conjunction with other team members to ensure cleaning schedules for bathing facilities are completed to the required standard.
- Maintain health and safety standards during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with WH&S Guidelines.
- Organise tasks to achieve maximum productivity and a minimum of inconvenience to the public during the execution of works.
- Adhere to work practices which minimise the risks associated with working alone and in an environment where hypodermic syringes are frequently encountered. Recommend improvements to practices where opportunities arise or are identified.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Ability to perform allocated duties with minimum supervision.
- Ability to work weekend overtime as required.
- Working knowledge of relevant Workplace Health and Safety requirements.
- Class C Driver's Licence (Manual).
- Customer service focus.
- Ability to accept, interpret and action verbal and written instructions.
- Literacy and numeracy skills adequate to maintain accurate written records and interpret Safety Data Sheets and Workplace Health and Safety systems.
- Ability to work as a team member to ensure schedules for cleaning of facilities are met.

Other valuable skills you may have:

- Previous experience in the cleaning of conveniences.
- Ability to drive a quad bike.
- Ability to drive a tractor.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	