**Position Description**

|  |  |
| --- | --- |
| **Position title:** | **Cleaner** |
| **Work location:** | Various |
| **Directorate:** | **City Infrastructure** |
| **Reports to:** | Admin Building Coordinator |
| **Direct reports:** | Nil |
| **Salary Point:** | 2 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | April 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsiblea for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Assets & Facilities service unit is part of the City Infrastructure Directorate and this role reports to the Admin Building Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive 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 its employees the opportunity to develop in their current role, grow into future opportunities and reach their 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What is the focus of this position?**

This position is responsible for providing high level in-house cleaning services to ensure the provision of clean, safe and functional working environments for City of Newcastle staff and the public in administrative and public buildings.

**What you will be doing:**

* Deliver cleaning services across CN sites including administration buildings, Libraries, Childcare Centres etc
* Maintain work health and safety (WHS) standards when carrying out daily tasks by ensuring that safe work practices are followed in accordance with WHS legislation.
* Organise daily tasks to achieve maximum productivity with minimum inconvenience to other staff or the public during the execution of works.
* Ensure the immediate reporting of accidents, incidents and other occurrences.
* Ensure that assigned areas are maintained in a clean and tidy condition and to standards sufficient to reasonably protect employees and the public against injury or illness.
* Work in conjunction with other team members to ensure cleaning schedules for facilities are completed to the required standard.
* Any other accountabilities or duties as directed by the Supervisor/Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Sound experience and knowledge of commercial office cleaning products, techniques and processes.
* Ability to perform allocated duties with minimal supervision.
* Good communication skills including experience working as a productive member of a team and experience delivering positive customer service.
* Literacy and numeracy skills adequate to maintain accurate written records and interpret Material Safety Data Sheets and Workplace Health and Safety systems.
* Class ‘C’ Drivers Licence.

**Other valuable skills you may have:**

* Previous experience safely handling hazardous chemicals/substances
* Knowledge and experience with polishing machines / commercial carpet cleaners.

**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:** |  |