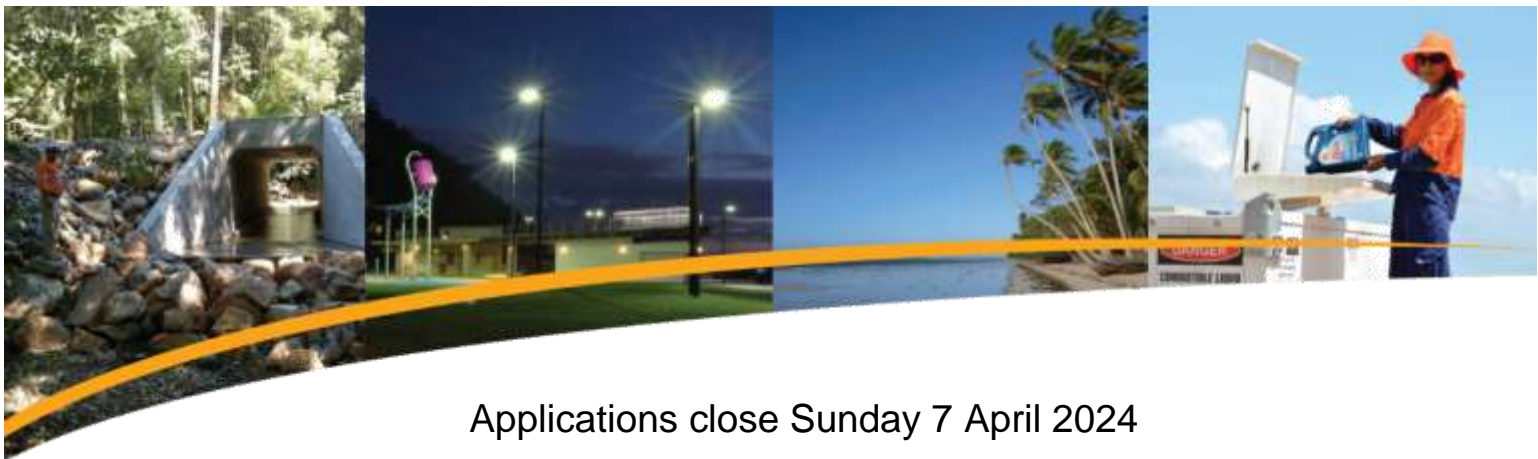


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# CANDIDATE INFORMATION KIT

**CLEANER**  
**Full time.**

**Job Reference: CSC33**



Applications close Sunday 7 April 2024



*A career with Council can offer you the  
work/life balance you've been looking for!*

Thank you for your interest in applying for the Cleaner role with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

## APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

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## HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

It would be helpful for you to answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in cleaning?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

| JOB REFERENCE: CSC33       |  |
|----------------------------|--|
| <b>Position:</b>           | <b>Cleaner– Buildings and Facilities</b>   |
| <b>Location:</b>           | Based at Main Administration Office, 10 Furneaux Street, Cooktown  |
| <b>Tenure:</b>             | Full time.<br>76 hours per fortnight.  |
| <b>Remuneration:</b>       | Queensland Local Government Industry (Stream B: Division 2, Section 5)<br>Award – State 2017 – Level 1<br>(\$31.33 per hour) |
| <b>Leave Entitlements:</b> | 5 weeks annual leave<br>15 days personal leave   |
| <b>Superannuation:</b>     | Up to 12% Superannuation contributions   |

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## POSITION DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>Position Title:</b>      | Cleaner   |
| <b>Directorate:</b>         | Organisational Business Services  |
| <b>Location:</b>            | Council's Administration Offices, Library and Public Amenities                                      |
| <b>Award/Classification</b> | Queensland Local Government Industry (Stream B – Operational Services) Award – State 2017 – Level 1 |

### 1 POSITION OBJECTIVES

- To carry out high quality cleaning tasks to ensure Council buildings and facilities are kept in an exceptionally clean and orderly condition.
- To comply with workplace health and safety obligations.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Maintain cleanliness and consumables of Council buildings and facilities.
- Ensuring linen is clean and well-stocked.
- Emptying of waste containers on a daily basis.
- Perform and document routine inspection and maintenance activities.
- Notify supervisor of deficiencies or maintenance issues that have been identified.
- Required to perform other duties as required and within your capabilities.

### 3 POSITION REQUIREMENTS

#### 3.1 Qualifications, Experience, Skills, Licences and Knowledge:

- Proven demonstrated cleaning experience with strong attention to detail.
- Highly motivated and able to work independently.
- Exhibit honesty, initiative, responsibility and flexibility.
- Ability to schedule and prioritise work as required in a timely manner.
- Demonstrated knowledge in the implementation of risk management principles.
- Demonstrated experience in the use of cleaning chemicals and supplies.
- Experience in the use of both manual and automated tools used for cleaning.
- Familiarity with Material Safety Data Sheets.
- Strong communication skills.
- Current "C" Class Queensland Drivers Licence.

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#### 3.2 Training

- Training will be provided as required.

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- The incumbent may be required as part of this position to attend professional development opportunities

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### 3.3 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all Council activities undertaken in this role.
- Not engage in other employment or contract work that may result in a direct or indirect conflict of interest with Council.
- Promote and maintain a positive, professional image for Council activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of Council's Organisational Business Services Division and overall operations.

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### 3.4 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System and *Workplace Health and Safety Act 2011*.
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Following procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintaining a safe and healthy work environment.
- Performing all work and associated functions in a safe manner.
- Correctly using and maintain all personal protective clothing and equipment supplied by Council.
- Identifying hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Attending any tool box talks or specific training supplied by Cook Shire Council.
- Working in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

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### 3.5 Infection Control and Immunisation Requirements

- This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The position requires incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation for the conditions Hepatitis A and B and Tetanus.

## 4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Project Officer.
- Liaises with Council Officers, contractors and the general public.

## 5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per the Cook Shire Council Purchasing Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

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## INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

### Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

### Services

|                              |                            |                        |
|------------------------------|----------------------------|------------------------|
| Supermarket                  | Bakery                     | Airport                |
| Petrol stations              | Speciality stores          | Coffee shops and cafes |
| RSL and Bowling Clubs        | Pubs and bottle-shops      | Medical centre         |
| Schools (public and private) | Restaurants                | PCYC Events Centre     |
| Pharmacy                     | Hospital                   | Newsagent              |
| Public swimming pool         | Visitor Information Centre | Golf Club              |

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## Getting here

|               |   |
|---------------|---|
| <b>FLY</b>    | 45 minute flight to Cooktown from Cairns                                |
| <b>DRIVE</b>  | 4.5 hour drive on inland sealed road from Cairns (self-drive or bus)    |
| <b>CRUISE</b> | Sail or cruise from Cairns via private vessel, cruise ship or tour boat |

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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