

POSITION DESCRIPTION	
Title:	Cleaner
Group:	Services
Reports to:	Cleaning Supervisor
Grade:	8
Hours:	38 hours per week over 7 days
Vehicle:	To and from work
Temporary – up to 6 months	Local Government Award – Clause 35 (i)
Pre-placement Medical:	High Risk - required
Vehicle:	To & from work
National Criminal Check:	Not Required
WWCC Check:	Not Required
Position Purpose	
To undertake cleaning activities to contribute to the operation and maintenance of Council's assets.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<u>Essential:</u> <ul style="list-style-type: none"> • Certificate II in cleaning operations or equivalent • Demonstrated work performance and knowledge, skills and experience cleaning works • Well developed interpersonal and communication skills with work team supervisor, coordinator, public and external bodies • Ability to work with minimal supervision, and prioritise daily work activities within a team environment • Ability to assist supervisors in planning works • Demonstrated ability to interpret and implement work schedules within responsibilities • Demonstrated experience in the safe use of cleaning industry chemicals 	

- Sound understanding and commitment to WHS, quality standards and management systems
- Understanding of relevant practices and policies in this field
- Basic ability to use computers and mobile devices, particularly in application of asset management systems
- Able and willing to work shift works, rostered overtime, weekends and public holidays
- General Induction for Construction Work Certificate (White card)
- Experience in suggesting improvements in business processes
- Physically capable to undertake task relevant to the position
- Current Class C driver's license

Desirable:

- Local Government Experience

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with resources allocation by:

- Utilise assigned resources associated with cleaning works to provide the most efficient and cost effective environment.
- Maintain, repair, and security of, equipment, tools and other Council assets assigned to or utilised by you.
- Make safe and secure buildings and other assets.
- Identify improvements in operations, maintenance requirements and other activities within area of responsibility.
- Apply resources allocated to area of responsibility
- Contribute to the review of works undertaken
- Document day to day output, schedules and costs.
- Communicate with the community and internal customers regarding works including complaints and requests.
- Ensure accurate completion of your timesheets, dockets, daily diary, daily/weekly checklists, accidents and incident reports, graffiti notification and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Purchasing, Risk Management and other relevant policies and legislations.
- Be aware of and protect public utilities on work site.

- Removal and disposal of dead animals within area of responsibility.
- Physically undertake cleaning labouring activities throughout the city
- Provide basic operational input to Supervisor.
- Respond to customer complaints in person or over the phone as required
- Work on a rostered basis
- Attend afterhours duty when required

Develop effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Assist and participate in job training, performance reviews and assisting in recruitment when required
- Attend regular meetings with team to maintain effective, efficient and safe works.
- Maintain technical competency and continually improve quality of service provided.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the maintenance of the Works Depot

Perform other duties as required consistent with the objectives of the area of responsibility

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's)

Organisational Values

- Apply and demonstrate Council's Core Organisation Values – Collaboration, Accountability, Integrity, Respect, and Sustainability.