



# Casual Cleaner – Children's Services

## POSITION PROFILE

Division	Shire Services	Status	Casual
Unit	Children's Services	Salary Grade	
Reports to	Site Supervisor	Reviewed	July 2021

## STRATEGIC INTENT

- To provide support in the development and implementation of services for primary school aged children.
- To provide education and care to children.
- To fulfil regulatory requirements in relation to staff to child ratios.

## POSITION PURPOSE

### Maintain Hygienic Environment

- To maintain Council's assets and facilities to a best practice level of cleanliness and hygiene. The incumbent will be customer focused and ensure all work is carried out in an efficient and effective manner as well as complying with all practices and procedures of Council's Work Health & Safety plan as required in the Work Health & Safety Policy.

## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED		PERFORMANCE STANDARD	
<b>Facilities Cleaning</b>			
<ul style="list-style-type: none"><li>▪ To clean all Council Buildings as per schedule</li><li>▪ Maintain equipment in a clean and tidy condition</li><li>▪ Undertake any other tasks as directed by the Child Care Centre Director</li><li>▪ Vacuuming</li><li>▪ Mopping/sweeping/glass cleaning</li></ul>		<ul style="list-style-type: none"><li>▪ Cleaned as per cleaning specification or prescribed service level agreement.</li><li>▪ Equipment cleaned and maintained as per standard</li><li>▪ Tasks completed as per instruction</li><li>▪ All work carried out to prescribed standards</li><li>▪ All work carried out and detailing to prescribed standards</li></ul>	
<b>Professionalism</b>			
<ul style="list-style-type: none"><li>▪ Be correctly attired in Council uniform</li><li>▪ Be neat and tidy to meet customer expectations</li><li>▪ Follow procedures as outlined in Employees Handbook</li><li>▪ Report any repairs required in the appropriate book</li></ul>		<ul style="list-style-type: none"><li>▪ Attired in uniform</li><li>▪ Acceptable level of personal hygiene</li><li>▪ Procedures followed</li><li>▪ Repairs documented</li><li>▪ Training undertaken</li><li>▪ Incidents logged</li><li>▪ Minimum &amp; maximum hours are kept</li></ul>	

<ul style="list-style-type: none"> <li>▪ Undertake any training required for provision of services</li> <li>▪ Inform supervisor of any incidents, breakages or needs.</li> <li>▪ Ensure the appropriate break is taken, if working extra hours</li> </ul>	
<b>Toilet Cleaning</b>	
<ul style="list-style-type: none"> <li>▪ To clean all toilets/washrooms to Council's level of hygiene.</li> <li>▪ Ensure adequate supplies are maintained at all times.</li> <li>▪ Report any problems with work to the Child Care Centre Director</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cleaned to relevant standard or prescribed service level agreement.</li> <li>▪ Adequate supplies maintained</li> <li>▪ Problems documented</li> </ul>
<b>Adherence to appropriate legislation and codes associated with the position</b>	
<ul style="list-style-type: none"> <li>▪ Knowledge of appropriate legislation and codes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adherence to legislation and codes</li> </ul>
<b>Work Health and Safety</b>	
<ul style="list-style-type: none"> <li>▪ Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implements policy and procedure in daily practice</li> <li>▪ Complies with direct and expected instructions</li> </ul>
<ul style="list-style-type: none"> <li>▪ Take reasonable care of their own and other person's health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work within policy and procedure</li> <li>▪ Identify and report hazards</li> <li>▪ Implements the Hierarchy of Controls to control identified hazards</li> <li>▪ Complies with requirements of the unit and site based risk assessments.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Report work-related incidents, injuries and illness, hazards and, any unsafe behaviours or conditions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accident reports are completed within required time frames and referred to supervisor</li> </ul>
<ul style="list-style-type: none"> <li>▪ Access, use and maintain personal protective equipment (PPE), as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Utilise provided PPE in daily practice</li> <li>▪ Informs supervisor of need for replacement PPE or additional PPE needs</li> </ul>
<ul style="list-style-type: none"> <li>▪ Use and maintain the proper tools, equipment, chemicals and safe systems of work for the job.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensures checklists are completed including visual inspection of tools, equipment, chemicals and safe systems of work.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Maintain good housekeeping standards to keep work areas clean and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensures that site areas are regularly maintained and cleaned to ensure highest possible levels of safety</li> </ul>
<ul style="list-style-type: none"> <li>▪ Follow instructions communicated by mandatory, prohibition, hazard,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complies with all aspects of relevant signage.</li> </ul>

RMS traffic control, fire, and emergency signage.	
<ul style="list-style-type: none"> <li>Follow requirements of safety data sheets (SDS) for chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>Accesses and utilises information provided in SDS when necessary</li> </ul>
<ul style="list-style-type: none"> <li>Be security conscious, regarding property, records and personal belongings.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains responsibility for SSC issued security items including keys, codes, and passwords.</li> <li>Ensures personal belongings are safely stored on site</li> <li>Ensures correct procedures for securing premises are followed at all times</li> <li>Ensures records are safely stored and comply with confidentiality requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Not intentionally or recklessly interfere with, or minimise anything provided in the interest of worker health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures safety standards are maintained to the highest possible standards</li> </ul>
<ul style="list-style-type: none"> <li>Participate in agreed work health and safety consultative and communication process.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in team meetings</li> <li>Brings WHS matters to the attention of the supervisor</li> <li>Participate in policy and documentation review process.</li> </ul>
<ul style="list-style-type: none"> <li>Attend or participate in work health and safety training, inclusive of induction as required.</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in the induction process</li> <li>Maintains up to date WHS training records</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>A Working with Children Check Clearance must be obtained prior to offer of employment.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Drivers Licence Class C</li> <li>Previous experience cleaning in an industrial or commercial environment.</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> <li><b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li>▪ <b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</li> <li>▪ <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li>▪ <b>Collaborative</b> - be open and welcoming, genuinely connect to others, include others, work together as one</li> <li>▪ <b>Achieve</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day</li> <li>▪ <b>Respectful</b> – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others</li> <li>▪ <b>Evolving</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker</li> </ul>
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## CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement