

Cleaner, North West – Retail and Logistics

Position Description

Directorate:	Commercial Enterprise, Fundraising and Communication
Reports to:	Retail Area Manager, North West
Direct reports:	NIL
Location:	Moree
Primary position objective:	Clean and ensure the site is tidy and presentable.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Commercial Enterprise, Fundraising and Communications Directorate. The teams within the directorate and their functions are:

Fundraising: this team is responsible for state-wide corporate partnerships, community fundraising and events; major gifts and philanthropy; gifts in wills and estates; direct marketing and appeals; and fundraising development.

Communications and Marketing: this team is responsible for state-wide brand and creative services; internal and external communications; issue management; marketing; digital communications and digital fundraising.

Retail and Logistics: this team is responsible for state-wide retail service delivery; logistics and supply chain network; and retail projects.

Commercial Enterprises: this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

Accountabilities and responsibilities

The Cleaner will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Spot clean carpets and soft furnishings.
- Operate hand held power equipment such as vacuum cleaners.
- Sweep and mop the area.
- Rubbish collection.
- Telephone cleaning and germ proofing.
- Clean glass both internal and external.
- Dust all hard surfaces.
- Work in a 'risk management' framework to ensure work, health and safety standards are met and maintained in the workplace; and
- Wipe and sweep under and around seats and table tops.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- The site is clean and tidy.

Key working relationships

In addition to the Retail Area Manager and their direct reports, the Cleaner, will foster close working relationships with:

- Team (Commercial Enterprise, Fundraising and Communications).

Essential criteria

Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital

tools.

- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Ability to work with minimal supervision and be self-motivated.
- Ability to prioritise work and have a good attention to detail.
- Proven good organisational and time management skills.
- Ability to communicate sensitively and work effectively with people of all backgrounds and work well within a team environment.
- Understanding of current Work, Health and Safety legislation and a commitment to safe working practices.
- Flexibility and reliability.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Additional skills/licence/understandings that may assist in the performance of the role.