

CLEANER

Award Classification	Victorian Local Authorities Award 2001 – Band 2 (Casual)
Directorate	Corporate Operations
Reports to	Facilities Maintenance Officer
Supervises	Nil
Approved By/Date	Director Corporate Operations, May 2020

OUR GUIDING PRINCIPLES

Strathbogrie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all

POSITION OBJECTIVES

- To routinely clean, maintain the general appearance, and maintain high quality hygiene standards at Council Buildings and facilities as directed.

KEY RESPONSIBILITIES AND DUTIES

- Clean the Council Buildings and Facilities and maintain a high level of cleanliness and presentation as required.
- Clean and replace consumables in toilets as required.
- Manage own time, plan and organise work to achieve goals.
- Other cleaning and minor maintenance items as directed.
- Perform duties in accordance with the *Occupational Health & Safety Act 2004* and relevant industry standards.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Facilities Maintenance Officer for the quality, quantity and timeliness of own work.
- Works under general supervision.

JUDGEMENT AND DECISION MAKING

- Ability to make decisions on the day to day in all areas of responsibility.
- Work is clearly defined, with established procedures well understood or clearly documented.
- Some originality in approach expected, but usually based on previously encountered procedures or practices.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding and ability to apply safe work and industry practices including manual handling and safe chemical handling.
- Basic organisational skills.

MANAGEMENT SKILLS

- Basic knowledge of personnel practices.
- Ability to manage time and organise own workload.

INTERPERSONAL SKILLS

- Ability to work cooperatively in a team environment.

QUALIFICATIONS AND EXPERIENCE

- Experience in cleaning public or commercial facilities.
- Understanding and ability to apply safe work and industry practices.
- Knowledge of cleaning practices, equipment, relevant chemicals and cleaning products.

KEY SELECTION CRITERIA

- Experience in cleaning public or commercial facilities.
- Understanding and ability to apply safe work and industry practices.
- Knowledge of cleaning practices, equipment, relevant chemicals and cleaning products.
- Ability to act professionally, with integrity, discretion and to maintain confidentiality.
- Demonstrated organisational and time management skills and ability to prioritise workload.
- Current Victorian Driver's Licence.

STRATHBOGIE SHIRE COUNCIL

Position Description



TERMS & CONDITIONS OF EMPLOYMENT

The Cleaner position is classified as a Band 2 within the Strathbogieshire Council Enterprise Agreement 2019. The salary range for this position is within Band 2 (casual rate) plus 9.5% superannuation commensurate with skills and experience and Income Protection per annum. Membership of a superannuation fund is compulsory (default fund is Vision Super). Normal hours are outlined in your Letter of Offer. Long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogieshire Council Enterprise Agreement 2019.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:

DIRECTOR CORPORATE OPERATIONS

Name:

Signed:

Date:

