



## SHIRE OF JERRAMUNGUP

### JOB DESCRIPTION – Facilities Cleaner

POSITION IDENTIFICATION	
<b>Position Title:</b> Facilities Cleaner	<b>Department:</b> Works
<b>Award/Agreement:</b> Works Enterprise Agreement 2018	<b>Employment Type:</b> Casual
<b>Reports to:</b> Works Supervisor	<b>Supervisory Responsibility:</b> Nil
<b>Hours:</b> Flexible Hours Hours should be worked in consultation with the Works Supervisor	<b>Location:</b> Various locations across the Shire of Jerramungup, mostly within the town of Jerramungup

Approval of Position Description				
<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to:

- Works Supervisor

### 1.2 Supervision of:

- Nil

### 1.3 Internal and External Liaison:

#### Internal

- Works Supervisor
- Other Staff

#### External

- Nil

## 2. EXTENT OF AUTHORITY

Operates under direct supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

## 3. PURPOSE OF POSITION

The purpose of this position is to provide a range of cleaning services in order to maintain a high standard of cleanliness and hygiene. The cleaner is responsible for maintaining a professionally presented and safe environment for Shire of Jerramungup staff and customers. This position is structured to perform duties at three key facilities being the Shire Administration Office, Jerramungup Entertainment Centre and the Jerramungup Works Depot, as well as public toilets and barbecues. From time to time there may be a requirement to provide cleaning at other facilities or a more thorough interval clean subject to mutual agreement.

## 4. KEY DUTIES/RESPONSIBILITIES

- Perform cleaning roles at multiple venues on schedule and to a high standard.
- Actively participate in risk management and making the workplace safer by taking responsibility for rectifying safety issues within your control and refer to the Works Supervisor where it is not within your control.
- Clean and disinfect sinks, countertops, toilets, mirrors, floors, etc.
- Replenish bathroom supplies.
- Polish metalwork, such as fixtures and fittings.
- Sweep, mop, vacuum floors using brooms, mops and vacuum cleaners.
- Other floor work may be required such as polishing floors to maintain a safe surface at the Entertainment Centre.
- Clean and disinfect sinks, countertops, tables, chairs, refrigerators, etc.
- Stock dishwasher where provided.
- Dust furniture, equipment, partitions, etc.

- Empty wastebaskets and recyclables and transports to disposal area.
- Clean rugs, carpet, and upholstered furniture using vacuum cleaner (hip or back pack).
- Wash walls and woodwork.
- Wash windows, door panels, partitions, sills, etc.

The weekly cleaning schedule for each facility is:

- Administration Office – serviced three times per week.
- Works Depot – serviced two times per week.
- Entertainment Centre – serviced depending on usage.
- Public Toilets and Barbecues – serviced six times per week.

During the course of physical work there may be requirements to climb, bend, kneel, crawl, vacuum, reach and grasp, push, lift and pull heavy objects, and undertake repetitive limb movements. The employee should ensure appropriate safety precautions are undertaken and protective equipment is worn.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Minimum C Class Drivers Licence	✓	
First aid qualification		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Relevant experience and motivation to deliver a quality service to the users and community	✓	
Understanding of safety protocols and standards for using cleaning products	✓	
Be confident and self-motivated	✓	
Ability to work independently with initiative to solve problems without regular supervision	✓	

Personal Skills	Essential	Desirable
Developed time management and organisational skills	✓	
Developed communications skills - both written and verbal	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

## 6. WORKING CONDITIONS/OHS CONSIDERATIONS

Work Health and Safety – comply with Shire WHS Policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire’s and legislative requirements report any hazards, incidents or near misses in a timely manner.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 8. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employee’s payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

## 9. TERMS OF EMPLOYMENT

Award	Works Enterprise Agreement 2018	
Position Status	Casual	
Hours of Work	Flexible Hours Hours should be worked in consultation with the Works Supervisor	
Level	Works Enterprise Agreement 2018 Level 2	
Salary	\$31,558.4	
Additional Superannuation	The Employer will co-contribute Superannuation in addition to the compulsory contribution up to a maximum of 9%, provided the employee makes an additional superannuation contribution.	
Superannuation	11% Employer Superannuation Guarantee Contribution	
Probation	6 Months	
Performance Review	Annually	
Annual Leave	Casual employees are not entitled to Annual/Personal Leave	
Housing	Housing allowance not applicable to casual employees	
Motor Vehicle	N/A	
Job Location	Jerramungup, Western Australia, 6337	