



JOB DESCRIPTION – Facilities Cleaner

POSITION IDENTIFICATION	
Position Title: Facilities Cleaner	Department: Works
Award/Agreement: Shire of Jerramungup Works and Services Industrial Agreement 2024	Employment Type: Casual
Reports to: Works Supervisor	Supervisory Responsibility: Nil
Hours: Flexible Hours Ordinary hours of work are between: 5:00am – 10:00pm from Monday to Sunday. Hours should be done in consultation with the Works Supervisor	Location: Various locations across the Shire Jerramungup, Western Australia, 6337

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:

- Manager of Works
- Works Supervisor

1.2 Supervision of:

Nil

1.3 Internal and External Liaison:

Internal

- Manager of Works
- 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 further responsible for maintaining a professionally presented and safe environment for our staff and customers. This position is structured to perform duties at three key facilities being the Shire administration office, Jerramungup Entertainment Centre, the Jerramungup Works Depot and public toilets. From time to time there may be requirements 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 supervisor where it is not within your control.
- Clean and disinfect sinks, countertops, toilets, mirrors, floors, etc.
- Replenish bathroom supplies.
- Polishes 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.
- Dusts furniture, equipment, partitions, etc.
- Empties 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.
- Washes windows, door panels, partitions, sills, etc.

The weekly cleaning schedule for each facility is:

- Administration Office – serviced each workday
- Works Depot – serviced once weekly
- Entertainment Centre – serviced after usage up to 3 times a 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.	✓	

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Work Health and Safety – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup's Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

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

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

7. 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 employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Shire of Jerramungup Works and Services Industrial Agreement 2024	
Position Status	Casual	
Hours of Work	Flexible Hours – done in consultation with the Works Supervisor. Section 7.3. Ordinary Hours - Rangers and Cleaners 7.3.1. Employees engaged as Rangers and Cleaners can work ordinary hours from Monday to Sunday. 7.3.2. The span of ordinary hours of work on a day on which ordinary hours can be worked will be between 5:00am to 10:00pm. 7.3.3. An Employee may work up to a maximum of 10 ordinary hours on any day, excluding unpaid meal breaks, or by agreement between the Employer and the Employee, up to a maximum of 12 ordinary hours on any day. 7.3.4. Employees shall receive an additional 20% penalty for all ordinary hours worked outside the span of hours provided in clause 7.3.2. 7.3.5. Employees shall receive an additional 50% penalty for all ordinary hours worked on a Saturday and 75% on a Sunday.	
Level	Level 2	
Hourly Rate	\$33.48	
Superannuation	15% Employer Superannuation Guarantee Contribution	
Additional Superannuation	As per Council Policy	
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	Various locations across the Shire Jerramungup, Western Australia, 6337	