

# POSITION DESCRIPTION



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POSITION			
<b>Position Title:</b>	<b>Cleaner</b>		
<b>Business Unit:</b>	Finance	<b>Classification/Grade:</b>	Band 1 level 3 Grade 3
<b>Position No:</b>	MC357	<b>Reports to:</b>	MC341 Finance Manager
<b>Location:</b>	Jerilderie	<b>Positions reporting directly to this position:</b>	NIL

## Primary Purpose of the Position

To undertake the cleaning of Council owned facilities to ensure compliance with health regulations and Council standards.

## Roles & Responsibilities

The **Cleaner** is directly responsible for the following roles and responsibilities:

1. Undertake the day to day cleaning of Council owned facilities including Jerilderie Early Learning Centre, offices, chambers & depots.
2. Ensure Council facilities are clean and prepared for hire (eg. halls, library racecourse etc.)
3. Ensure correct chemical handling procedures are followed.
4. Report any building or infrastructure maintenance issues.
5. Ensure that customer service is provided in accordance with Council procedures and requirements.
6. Maintain confidentiality of Council information.
7. Maintain personal protective equipment and professional presentation standards.
8. Perform risk assessments in accordance with WH&S policies and procedures.
9. Complete appropriate Council documents – check lists, time sheets, risk assessments etc.
10. Other duties within the skills, competencies and classification of the role as directed by the Finance Manager

## Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.

- Maintain physical capability to undertake duties appropriate to the role.

**Authority and accountability:**

Responsible for completion of basic tasks with individual guidance or in a team.

**Judgement and problem solving:**

Applies standard procedures with normally few if any options in the application of skills.

**Specialist knowledge and skills:**

Job specific skills and knowledge would normally be gained through on-the job training and experience.

Short courses may be completed at TAFE.

**Management skills:** Not required.

**Interpersonal skills:** Frequent communication with other staff and/or the public common but normally at a routine level.

**Qualifications and experience:**

- Cert II in cleaning operations or a minimum of 2 years' experience in commercial cleaning
- Class C drivers licence
- WWCC

**Desirable Experience/Qualifications**

- White card (or general construction induction card)
- Previous recent experience in local government or other government entities
- Manual Handling Training

**Authorisation:**

<b>Prepared By:</b>	GM/HR	<b>Date Issued:</b>	July 2019
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.