

POSITION TITLE: Cleaner

DEPARTMENT: People and Community Services

REPORTS TO: Administration Officer – Children’s Services

DATE PREPARED: 20/05/2016

POSITION NO:

GRADE: 3

DATE REVISED: 19/03/2021

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

The position contributes to this goal through supporting the work of the Educators and Children’s Services’ philosophies, by providing a clean, hygienic, safe and aesthetic environment for children attending the Early Learning Centre.

MAIN JOB PURPOSE

The role of Cleaner is to:

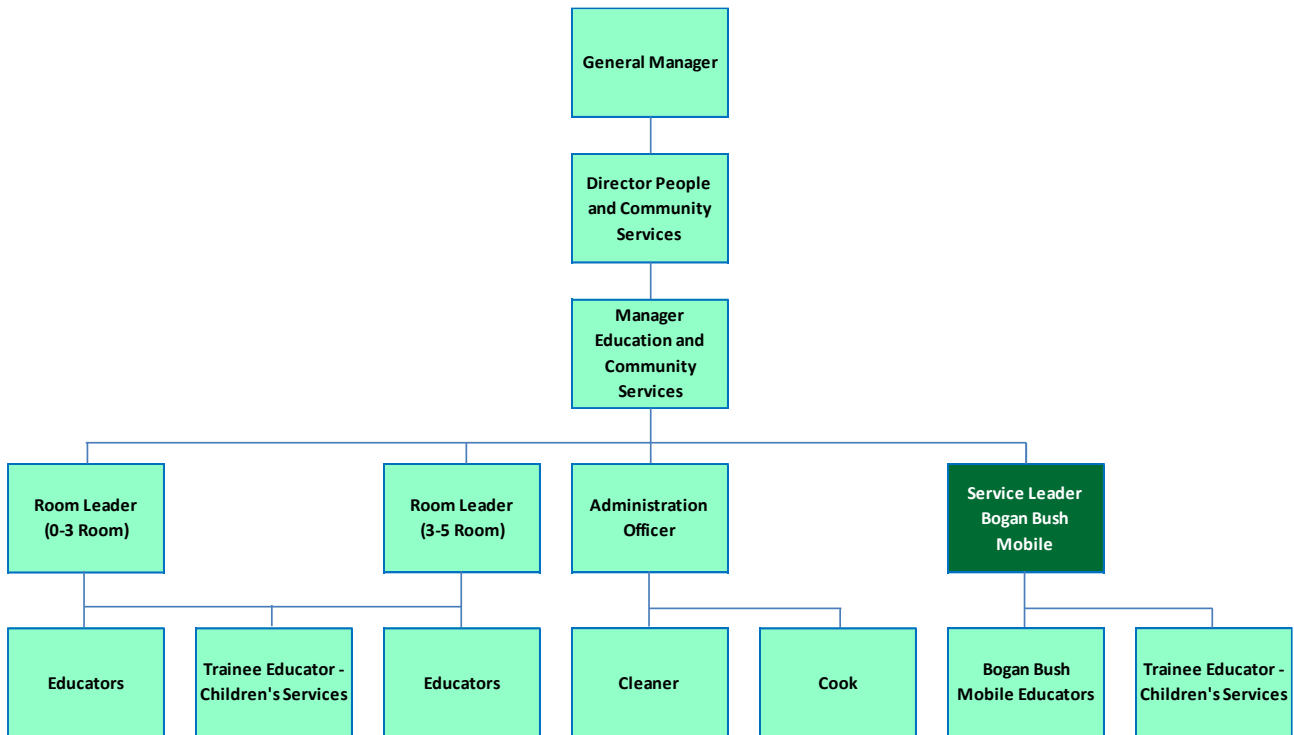
- Undertake general cleaning duties to maintain inviting, safe and aesthetic environments for staff and children at the Early learning Centre.
- Maintain high hygiene standards ensuring designated areas are kept clean, sanitised and safe at all times.
- Ensure safe handling and storage of chemicals, products and substances in line with safety information, Council’s policies and legislative requirements.
- Report any potential hazards, risks or maintenance issues to the work area supervisor, and implement immediate action to reduce risk if able to do so safely.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

DEPARTMENTAL STRUCTURE



KEY ACCOUNTABILITIES

The Cleaner has the following specific accountabilities in the provision of well-maintained, hygienically cleaned and safe Children's Services:

1. Undertake general cleaning duties to maintain hygienic and inviting work spaces and community areas, including but not limited to dusting, vacuuming, mopping, disinfecting and wiping down surface areas, cleaning glass windows, emptying rubbish and restocking necessary supplies such as hand towels and soaps.
2. Ensure cleaning checklists are completed for designated areas, whilst identifying any other potential cleaning requirements or tasks necessary to maintain high standards of cleanliness, including conducting detailed cleans of specific areas when required.
3. Conduct regular workplace inspections and risk assessments reporting all workplace hazards to the supervisor and implementing immediate action for identified hazards if able to do so safely, ensuring equipment is respected and maintained to an optimal level of safety and aesthetics.
4. Liaise regularly with supervisors to provide lists of cleaning supplies and equipment to be ordered through authorised suppliers to ensure adequate stocks are available for use.
5. Use and store products, substances and chemicals following Material Safety Data Sheets safety information, Council's policies and legislative requirements.
6. Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements.
7. Check all lights, heaters and air conditioners are turned off at the completion of each shift, ensuring doors are all locked and following safety and security procedures when disarming and arming security systems.
8. Respect and support the Children's Services team, establishing effective working relationships and contributing towards positive channels of communication to ensure the smooth operation of Children's Services in order to provide and maintain high quality early childhood education and care.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY SELECTION CRITERIA

Essential:

1. Ability to provide high quality work in order to ensure clean, hygienic, safe and aesthetic environments for Council employees and members of the public.
2. Be a friendly and self-motivated team player, with a demonstrated ability to work independently with minimal or no direct supervision, contribute positively within a team environment and support the work of Council employees, and promote a customer-focussed and service excellence culture.
3. Well-developed organisational skills to manage competing priorities, complete set outcomes within tight deadlines, including the ability to use these skills in the practical planning and coordination of own work schedule.
4. Proven ability to communicate clearly and effectively both verbally and in writing to establish and maintain cohesive and co-operative interpersonal relationships.
5. Knowledge of the safe use and storage of appropriate chemicals, ability to measure simple quantities for mixtures and comply with manufacturers' specifications and safety information.
6. Have completed a National Police Check as verified through a current National Police Certificate.
7. Have clearance to work with children, as verified through a current Working With Children Check.
8. Hold a current class C, P1 or P2 drivers licence.
9. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. Previous relevant experience in commercial cleaning and /or cleaning of public amenities.
2. Completion of Hazardous Chemicals and Dangerous Goods Training or equivalent.
3. Hold Certificate II in Cleaning Operations or equivalent.
4. Hold a current First Aid Certificate.

CONDITIONS

- Carry out work in a wide variety of environments – outdoors on worksites.
- WHS Accountabilities and Responsibilities – this role is a designated 'Worker' role as defined under the WH&S Act 2011, with four (4) essential elements requiring an officer to:
 - Take reasonable care for his or her own health and safety.
 - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - Comply with any reasonable instruction that is given by Council to allow Council to comply with WH&S Act 2011.
 - Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor: _____
Name Signature Date

Employee: _____
Name Signature Date