

## Position Description Cleaner - Casual

Directorate	Technical Services
Location	Bland Shire Council, 6 Shire Street, West Wyalong
Classification/Grade/Band	Grade 3
Position Code	2317 - Casual
Date Position approved	31 August 2015

### Primary purpose of the position

Provide high level and efficient cleaning services across Council's buildings and facilities to ensure all furnishings and fittings are presented to both staff and the public in a clean, tidy and neat state.

### Key accountabilities

Within the area of responsibility, this role is required to:

- General cleaning duties in all areas in and around Council's buildings and facilities, according to the cleaning schedule provided, achieving a high standard of care and quality outcomes.
- Operate cleaning equipment ensuring compliance with Council's standards, policies and procedures.
- Maintain storage areas, so that they are presented clean, tidy and safe.
- Use and store chemicals according to Council's policies and procedures.
- Report any maintenance work to supervisor improving Council's buildings and facilities.
- Monitor supplies and advise supervisor when supplies are required.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

### WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

## Key internal relationships

Who	Why
Building Maintenance Officer	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

## Selection requirements

<b>Criteria:</b>
<b>Essential Criteria:</b>
Demonstrated experience in providing high quality commercial cleaning and/ or cleaning public amenities. Class "C" Drivers Licence
<b>WHS and EEO</b>
Knowledge and understanding of EEO and Work Health and Safety policies and procedures.





<b>Key Physical Requirements</b> ( <i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i> )	
Continuous standing	Continuous reaching waist level/below waist level
Continuous walking	Occasional trunk rotation
Rarely sitting	Continuous repetitive forearm, hand and finger movements
Frequent bending/stooping	Continuous manual dexterity and handling
Frequent squatting/crouching	Occasional reaching overhead
Frequent kneeling	

<b>Immunisation Requirements</b>
This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Core Capabilities

**Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy.

**Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity.

**Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes.

**Assets and Tools:** Use, allocate and maintain work tools appropriately and manage community assets responsibly.