Position Description

Position Information			
Position title	Cleaner (Casual) – Coolgardie	Classification	Indicative LGIA 2020 Level 1–2 (subject to formal classification assessment)
Section	Community Services – Coolgardie Place (Facilities)	Location	Coolgardie
Status	Casual	Contract Hours	Casual, as rostered – indicatively [10–20] hours per week, within the ordinary spread of hours, plus early morning, evening and weekend work around facility use and bookings
Reports to	Coolgardie Place Manager	Award	Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
The Coolgardie Place team coordinates local community, recreation, visitor and facility services in Coolgardie. It ensures Shire facilities are safe, welcoming, well presented and available for staff, hirers, visitors and community users in line with approved service levels.	Provide casual cleaning services across Shire-managed buildings and community facilities in Coolgardie to the approved cleaning schedule, hygiene and presentation standards. The role keeps facilities clean, safe and ready for use, supports facility hire turnarounds, and promptly reports hazards, damage and maintenance issues.

Shire Vision
A connected, progressive and welcoming community.

Shire Values
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.

Shire Purpose Statement
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services

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Position Outcomes	
Accountability Area	**Outcome**
Service delivery / operations	Shire buildings and community facilities in Coolgardie are cleaned to the approved cleaning schedule and standard, so they are hygienic, presentable and ready for use when staff, hirers and the public arrive.
Customer and community service	Staff, hirers, visitors and community members receive courteous, helpful service; cleaning is timed around operating hours and bookings to minimise disruption, and feedback or complaints are passed promptly to the supervisor.
Compliance, governance and records	Cleaning checklists, hire inspection records, chemical/Safety Data Sheet (SDS) information, key and alarm records are completed accurately and kept in approved Shire systems.
People, contractors and volunteers	Works cooperatively with Shire staff, contractors and volunteers sharing facilities. The position has no supervisory responsibilities but may help induct relief cleaners to site routines when directed.
Budget, assets and procurement	Cleaning consumables, chemicals and equipment are used efficiently, stored securely and kept in good working order; low stock is reported for ordering, and building defects are reported for Works/Infrastructure action.
Projects, events and improvement	Periodic deep cleans and pre/post-event cleaning (e.g. major Coolgardie events, school holidays, end-of-year functions) are completed as scheduled, and practical improvement ideas are raised with the supervisor.
Risk, WHS and incident response	Chemicals and equipment are used safely; wet-floor, sharps, biohazard and lone-work procedures are followed; hazards and incidents are reported promptly; and buildings are left secure and alarmed at the end of each shift.

Position Requirements		
Skills	**Essential**	**Desirable**
• Ability to clean to a consistently high standard, work methodically across multiple sites and follow cleaning schedules, checklists and instructions	☒	☐
• Respectful communication with staff, hirers and the public, and ability to work reliably and safely alone, including early morning, evening and weekend shifts	☒	☐
Knowledge		
• Safe use, dilution, labelling and storage of cleaning chemicals (labels and Safety Data Sheets), and hygiene and infection-control practices	☒	☐
• Operation and care of commercial cleaning equipment (e.g. floor scrubbers, polishers, wet/dry vacuums)	☐	☒
Experience		
• Demonstrated reliability and punctuality in a previous role (paid or voluntary)	☒	☐
• Experience in commercial, institutional, hospitality or facility cleaning	☐	☒
Qualifications		

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Position Requirements		
• Certificate II in Cleaning Operations or equivalent cleaning industry training	☐	☒
• Hazardous chemicals, manual handling and/or First Aid training	☐	☒
Licences and checks		
• National Police Certificate (issued within the last 6 months) and satisfactory pre-employment medical/functional assessment	☒	☐
• Current WA C Class driver's licence; Working with Children Check where cleaning occurs during children's programs	☒	☐

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

	Frequency (☒ as required)					Frequency (☒ as required)			
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☒	☐	☐	☐	Climb/Balance	☐	☐	☒	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☐	☒	☐	Talk/Hear	☐	☐	☒	☐
Handle	☒	☐	☐	☐	Taste/Smell	☐	☐	☒	☐
Reach	☐	☒	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Executive Manager Community Services

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Coolgardie Place Manager

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Cleaner (Casual) – Coolgardie

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No direct reports

Key internal relationships: Customer Service/Community Services Officers (bookings and hire turnarounds), Library/CRC and Visitor Centre staff, Works and Infrastructure (building maintenance and defects), Finance/Corporate Admin (purchasing).

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Organisational Relationship
Key external relationships: Facility hirers and community groups, visitors and members of the public, cleaning and maintenance contractors, the aquatic services contractor (shared amenity areas).

Extent of Authority and Accountability
Working under the direct direction of the Coolgardie Place Manager (or nominated supervisor), the incumbent is accountable for the efficient and effective delivery of the key responsibilities outlined in this position description and agreed performance indicators, with authority to act within approved delegations, policies, procedures, budgets, service levels and lawful directions. Extent of authority is governed by: • The statutory provisions of the Local Government Act 1995 and other relevant legislation; • Council formal delegations, authorisations, policies, procedures, organisational practices and approved budgets. Where the position holds delegated authority or is otherwise a designated employee, Primary and Annual Return obligations apply. This position does not have delegated authority. Primary and Annual Returns are not required. Financial authority: Nil. Requests for cleaning consumables, chemicals and equipment are raised with the supervisor for approval and purchase in accordance with the adopted budget, procurement requirements and purchasing procedures.

General Corporate Accountabilities	
Accountability	**Required Standard**
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.

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General Corporate Accountabilities	
Accountability	**Required Standard**
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	**Details**
Ordinary hours and roster	Casual engagement as required, in accordance with the roster issued by the supervisor. Shifts are typically early morning, late afternoon/evening and some weekends to fit around facility operating hours and bookings. Meal and rest breaks as per the applicable industrial instrument.
Overtime / penalties / on-call / call-back	Casual loading paid in lieu of paid leave entitlements. Penalty rates apply to work outside the ordinary spread of hours, on weekends and public holidays in accordance with the applicable industrial instrument. Additional hours must be approved by the supervisor before being worked. No on-call or call-back requirement.
Part-time agreed additional hours	Not applicable – casual position.
Leave restrictions / peak periods	Higher demand before and after major Coolgardie events, school holidays, end-of-year functions and peak hire periods. Availability during these periods is highly regarded.
Uniform / PPE / equipment	Shire-issued uniform; enclosed, non-slip footwear; gloves, eye protection and other PPE as specified on the product SDS and site risk assessment must be worn. Cleaning equipment and chemicals supplied by the Shire.
Travel / accommodation / vehicle	Travel between Coolgardie sites. You will require your own vehicle to move equipment where a current licence is held; No overnight travel.
Remote work / flexibility	Not applicable – on-site role. Some flexibility in start and finish times within the roster by agreement with the supervisor.

Position Description Certification	
Prepared by: HR / People Team (draft for review)	Effective Date:
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.	

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Position Description Certification	
I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer (or delegated approver)
Position	Chief Executive Officer, Shire of Coolgardie
Signature	
Date	

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Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
CL-01	Facility cleaning	Clean Coolgardie administration office, staff areas and allocated public amenities: kitchens, toilets, floors, bins, desks and high-touch surfaces.	Per cleaning schedule (daily / several times weekly)	R	Completed cleaning checklist	Site cleaning checklist folder	Hazardous chemicals; lone work; sharps/biohazards; confidential documents not disturbed	Confirm frequency per building and which amenities sit with Works crews
CL-02	Community recreation facility	Clean Coolgardie Community Recreation Centre: courts, gym, change rooms, toilets, foyer and meeting rooms.	Per cleaning schedule	R	Completed cleaning checklist	Site cleaning checklist folder	Slip hazards, sharps and biohazards; aquatic areas excluded where cleaned under the aquatic services contract	Confirm contract boundary for pool amenities
CL-03	Library / CRC / Visitor Centre	Clean public areas, public computers and counters; clean museum/display areas following collection-care guidance.	Per cleaning schedule	R	Completed cleaning checklist	Site cleaning checklist folder	Heritage/collection sensitivity; privacy of customer records	Confirm museum cleaning method with Visitor Services
CL-04	Facility hire turnaround	Inspect and clean before/after hires; record condition, damage, missing items and photos for bond assessment.	As required after bookings	R (inspection) / S (bond decision)	Hire inspection checklist and photos	Booking register / hire file	Bond and damage decisions sit with booking officer/Place Manager	Align to fees and charges and hire policy
CL-05	Consumables and chemicals	Restock soap, toilet paper, paper towel and bin liners; use, label and store chemicals correctly and keep current SDS at each site.	Each shift / weekly stock check / quarterly SDS check	R (stock and safe use) / S (purchasing and register)	Stock sheet / reorder request; current SDS folder	Stock register / hazardous chemical register	WHS Act 2020 and WHS (General) Regulations 2022 – hazardous chemicals; procurement controls	Set minimum stock levels; review chemical range annually
CL-06	Maintenance and hazard reporting	Report building defects, damage, vandalism and hazards; isolate hazards until made safe.	As identified	R (report) / I (outcome)	Maintenance request / hazard report	Customer request / maintenance system	Works/Infrastructure owns repairs and asset maintenance	Confirm reporting pathway

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Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
CL-07	Building security	Lock up, set alarms, return keys and follow lone-work check-in; report security breaches.	Each shift	R	Key and alarm log; check-in record	Key register	Lone work and personal safety; security	Confirm lone-work check-in method
CL-08	Periodic deep cleaning	Scheduled deep cleans: carpets, ground-level windows, high dusting, floor stripping/sealing; pre/post-event cleans.	Quarterly / annually / pre-event	R or S	Periodic clean record	Cleaning schedule	Ladder use only within training; work at heights by contractor	Schedule around major Coolgardie events

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Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	**Key Duties / Responsibilities**	**Expected Outputs / Evidence**
Service delivery / operations	Clean buildings and facilities to the approved schedule and standard Complete hire turnaround cleans and inspections Complete periodic deep cleans and pre/post-event cleans	Completed cleaning checklists Facilities ready for use at scheduled times Periodic clean records
Customer and community service	Provide courteous service to staff, hirers and the public Schedule cleaning to minimise disruption to users Refer feedback, complaints and lost property to the supervisor	Minimal complaints about cleanliness Feedback referred the same day
Compliance, governance and records	Complete checklists, inspection records and key/alarm logs Maintain SDS and chemical information at each site Follow Shire recordkeeping and confidentiality requirements	Accurate, complete records Current SDS at each site
People, contractors and volunteers	Work cooperatively with staff, contractors and volunteers in shared facilities Help induct relief cleaners to site routines when directed	Effective working relationships Relief cleaners inducted to site checklists
Budget, assets and procurement	Use consumables and equipment efficiently and store them securely Monitor stock and request reorders Report equipment faults and building defects	Stock available at all sites Maintenance requests lodged Equipment in safe working order
Projects, events and improvement	Support scheduled deep cleans and event cleaning Suggest practical improvements to cleaning schedules and methods	Event cleans completed on time Improvement suggestions raised
Risk, WHS and incident response	Follow safe work procedures for chemicals, manual handling, sharps, biohazards and lone work Use wet-floor signage and required PPE Report hazards and incidents promptly Secure and alarm buildings at shift end	Hazard and incident reports No preventable injuries Buildings secured and alarmed