



## **POSITION DESCRIPTION**

**Title** : **Cleaner**

**Section** : **OPERATIONS**

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### **1. POSITION IDENTIFICATION**

**Title** : Cleaner

**Classification** : Level 2 Local Government Industry Award 2010

**Section** : Operations

### **2. POSITION OBJECTIVES**

To ensure a high standard of cleanliness and tidiness is provided to the Shire of Coolgardie's buildings and facilities located in Coolgardie.

### **3. REQUIREMENTS OF THE POSITION**

#### **Regular Cleaning**

- a) The removal and safe disposal of general office waste paper and lunch room garbage.
- b) The Cleaning of toilets and replenishment of toilet supplies, including:
  - Paper toilet rolls
  - Paper hand towel
  - Toilet soap
  - Urinal blocks

- c) General building and facilities cleaning including sweeping, mopping, dusting washing, polishing and vacuuming,.

### **Periodical Cleaning**

- a) Strip, reseal and polish vinyl floor areas
- b) Clean windows inside and out buildings
- c) Clean light fittings
- d) Clean soft furnishings – vertical blinds, venetian blinds

### **Request Cleaning**

An “on request” cleaning service is also to be provided to service special cleaning arising from unplanned requirements such as casual hall hires, a change in usage of an area or an emergency incident such as flooding of toilets, unusually wet weather or broken glass.

## **4. CLEANING SCHEDULE**

Location of premises to be cleaned:

*Please see attachment 1 for venues and hours*

## **5. CLEANING SPECIFICATIONS**

It is expected that employee will maintain high standards of cleaning to ensure appropriate levels of cleanliness and hygiene. The cleaning standard level will be agreed to between the Employee and the Shire of Coolgardie and the standard will be regularly reviewed for each facility.

### **Office Cleaning**

All office areas including offices, foyers, corridors, passage ways and meeting rooms will require the following:

- Empty all bins and replace bin liners
- Vacuum all carpeted floors, sweep and mop vinyl and tiled floors
- Dust furniture and fittings
- Clean telephones as required
- Clean doors and glass partitions as required
- Dust blinds as required
- Spot clean walls

**Please Note: Where desks are left with documents, paper, files etc on them the Cleaner shall not interfere with or clean these desks**

### **Council Chambers**

- Clean up of Chambers after meetings, including tables and chairs, Carpet Vacuuming etc.

### **Crib Rooms and Kitchens**

- Empty all bins and replace bin liners. (These bins are to be washed out and sanitised as required.)
- Clean tables, chairs, sinks, benches and fridges (external)
- Sweep and mop floors
- Buff floors as required ( Vinyl and tiled floors)
- Clean doors and glass partitions
- Clean inside cupboards as required
- Clean inside fridge as required
- Clean inside oven as required
- Clean microwave inside and out

### **Public Toilets**

- Clean and disinfect toilet pedestals
- Clean and disinfect urinals, replace urinal blocks
- Clean hand basins and wash troughs
- Clean mirrors
- Empty rubbish bins
- Sweep and mop floors
- Replenish toiletries
- Spot clean walls and doors
- Removal of cobwebs

### **Change Rooms**

- Clean and disinfect toilet pedestals
- Clean and disinfect urinals, replace urinal blocks
- Clean hand basins and wash troughs
- Clean mirrors
- Empty rubbish bins
- Sweep and mop floors
- Replenish toiletries
- Spot clean walls and doors
- Clean and disinfect showers
- Removal of cobwebs

## **Halls and Sports Pavilions**

- Sweep, mop and vacuum floors
- Spot clean walls and doors
- Clean interior and exterior windows and entrance doors as required
- Clean kitchens ( stoves and fridges) as required
- Clean toilets ( including all requirements listed for public toilets)
- Strip and polish vinyl, tiled and wooden floors as required
- Removal of cobwebs

## **6. REQUIREMENTS OF THE JOB**

- **SKILLS**  
Basic written and verbal communication skills.  
Basic time management skills  
Operation of cleaning equipment
- **KNOWLEDGE**  
General knowledge of various cleaning methods and use of equipment and chemicals
- Demonstrate an understanding of and ability to apply equal opportunity principals in the work place.
- **EXPERIENCE**  
Some experience in other similar positions
- **QUALIFICATIONS AND/OR TRAINING**  
'C' Class drivers licence

## **7. KEY DUTIES AND RESPONSIBILITIES**

- Maintain all areas in a satisfactory clean state.ie. internal floors, walls, windows, ledges, wet areas, appliances (refrigerators, stoves etc) areas immediately outside buildings.
- Obtain all necessary chemicals from Council offices as required.
- Maintain Storage areas at various locations in a satisfactory manner.
- Check and report any damage or defects observed in Council buildings.

## 8. GENERAL ACCOUNTABILITIES OF THE POSITION

### Occupational Health and Safety

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at workplaces.
- Proactively comply with all City OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.
- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program
- Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

### Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## 9. ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	:	Place Manager
<b>Supervisor of</b>	:	Nil
<b>Internal Liaison</b>	:	All staff
<b>External Liaison</b>	:	General Public

## 10. EXTENT OF AUTHORITY

Works under general supervision of the Place Manager

## 11. SELECTION CRITERIA

### Essential

- Minimum 12 months cleaning experience or similar duties
- Public relations and organisational skills

- Sound communication skills
- Hold a current 'C' class drivers licence
- Basic time management skills
- Pass a pre-employment medical and drug screen

**Desirable**

- Basic written & verbal communication skills
- Current first aid certificate

**Updated : November 2021**

