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|  | POSITION DESCRIPTION*Cleaner* |  |
| **Division:** | Chief Executive Officer: | Direct Supervisor: | Employment Status | Award Level: |
| Works | Gary Sherry | Bruce Brennan | Casual | As per LGIA 2010 |

**Purpose:**

The purpose of this role is to clean public buildings within the Shire of Cuballing in order to keep facilities in a clean, tidy and useable condition.

**Role Requirements:**

**Skills**

* Verbal and written communication skills
* Established interpersonal skills
* Focus on attention to detail and accuracy in all facets of work.
* Demonstrated understanding of the need for prioritising, scheduling and monitoring multiple tasks / processes

**Knowledge**

* Demonstrated customer service ability
* Demonstrated understanding of Local Government roles and responsibilities

**Experience/ Qualifications**

* Demonstrated experience in a similar role
* Current ‘C’ Class licence

**Key Duties/ Responsibilities**

**Cleaning Duties**

* Maintain and clean public buildings as directed, as per the schedule of works
* Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning etc)
* Perform and document routine inspection and maintenance activities
* Report any damage or maintenance requirements of facilities to Council’s Manager of Works and Services for action
* Follow all health and safety regulations
* Understand, refer to and abide by Councils policies, procedures and work practices

**Selection Criteria**

**Essential**

* Basic written, oral and interpersonal skills
* Proven ability to organise time effectively and work with limited supervision
* Current ‘C’ Class licence

**Desirable**

* Demonstrated understanding of Local Government roles and responsibilities

**Key Role Relationships**

**Internal**

* Chief Executive Officer
* Deputy Chief Executive Officer
* Administration Staff
* Works Supervisor
* Works Staff

**External**

* Local residents

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| **Employee Certification:** | **Date:** |
| **Supervisor Certification:**  | **Date:** |
| **Review Date:** |  |