

# Position Description

**Position Title:** Senior Cleaner  
**Position Number:** 177  
**Classification:** Level 3  
**Award Cover:** Local Government Industry Award 2010  
**Department:** Service Delivery  
**Work Unit:** Community Administration  
**Location:** Minjilang

## Position Objective

This position is responsible for ensuring all West Arnhem Regional Council buildings, employer-provided housing, and visitor's accommodation are maintained in a clean and healthy condition for staff and customers.

## Key Responsibilities

1. Provide efficient and quality cleaning services to the Council office, public amenities, employer-provided housing, visitor's accommodation and other properties as directed.
2. Make sure there is enough in the supply levels of:
  - a. linen
  - b. towels
  - c. toilet paper
  - d. soap
  - e. complimentary refreshments items (tea, coffee, milk, sugar etc) where applicable.
3. Cleaning activities will include but not be limited to:
  - a. sweeping
  - b. mopping
  - c. vacuuming
  - d. washing
  - e. dusting
  - f. polishing
  - g. cleaning toilets
  - h. window and mirror cleaning
  - i. washing linen
  - j. pressure hosing
  - k. emptying of rubbish bins.
4. Make sure areas are kept tidy and things are in their proper place.
5. Maintain a register of all furniture fittings, linen, and utensils and request replacements as necessary.
6. Monitor cleaning supply levels and request replacement as required.

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Approved by:

CEO :



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7. In relation to visitor accommodation:
  - a. ensure rooms are clean and ready for the arrival of new guests
  - b. check rooms after guests depart for items left behind, or that are missing or broken and report those to Council Services Officer for billing purposes.
8. In relation to employer-provided accommodation:
  - a. ensure accommodation is clean and ready for occupancy
  - b. conduct cleaning after vacate, as required
  - c. provide information so that cost recovery measures can implemented, as required.
9. In terms of a cyclical cleaning schedule:
  - a. follow the schedule
  - b. record when cleaning is done.
10. Complete and lodge a Maintenance Request with the Council Services Manager if anything needs fixing or is unsafe.
11. Provide leadership, support and guidance to staff and monitor work performance to ensure:
  - a. staff are thoroughly inducted, trained and informed in relation to performing work tasks
  - b. safe and effective work practices are being followed
  - c. regular performance appraisals are carried out, in accordance with Council's policy and procedures
  - d. staff attendance is recorded accurately and timesheets are submitted on time
  - e. disciplinary issues are addressed promptly.
12. Make sure tools and cleaning products are used properly and stored safely and securely.
13. Other duties relevant to the delivery of Council services as required.
14. In accordance with work health and safety legislation,
  - a. ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and
  - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

### Selection Criteria

#### Essential:

1. Certificate II or III in Cleaning Operations or experience cleaning relevant to the position
2. Excellent time management skills with the ability to meet deadlines
3. Attention to detail and ability to make areas look presentable and welcoming
4. Good numeracy and literacy skills including demonstrated ability to carry out basic record keeping
5. Ability to self motivate, work independently and as a member of a team
6. Ability to train Indigenous team members
7. Good interpersonal skills and ability to communicate effectively
8. Knowledge of proper storage and use of chemicals and cleaning products

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- 9. Current Northern Territory Driver's Licence
- 10. Good understanding of Work Health and Safety in the workplace

**Desirable**

- 11. Experience in living and working in a remote community

**Organisational Relationships**

**Position reports to:** Council Services Manager

**Staff reporting to position:** Nil

**Performance review conducted by:** Council Services Manager

**Position liaises with:**

**Internal:**

Council staff

**External:**

Visitors/guests

Council suppliers and local business

Contractors

Community members

**Further information**

- 1. Days on which ordinary hours can be worked – Monday to Sunday.
- 2. Span of ordinary hours – 5:00 am to 10:00 pm.
- 3. A criminal history check is mandatory. Unless relevant to the position, criminal history will not affect employment.

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