

POSITION DESCRIPTION

Position Title:	Cleaner
Reporting to:	Senior Administration Officer / Administration Coordinator / Senior Cleaner (respectively)
Status:	Permanent, Full Time or Part Time
Salary:	Level 2
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

This position is responsible for undertaking cleaning services at the West Arnhem Regional Council buildings, employer-provided accommodation and visitor's accommodation.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks

- Assist the Senior Cleaner to provide efficient and quality cleaning services to the Council offices and facilities, employer-provided housing, visitor's accommodation and other properties as directed.
- Make sure there is enough in the supply levels of:
 - linen;
 - towels;
 - toilet paper;
 - soap; and
 - refreshments items (tea, coffee, milk, sugar etc) where applicable.
- Cleaning activities will include but not be limited to:
 - sweeping;
 - mopping;
 - vacuuming;
 - washing;
 - dusting;
 - polishing;
 - cleaning toilets;
 - disinfecting;
 - window and mirror cleaning;
 - washing linen;
 - removing graffiti, if easily removed;
 - pressure hosing; and
 - emptying of rubbish bins.
- Make sure areas are kept tidy and things are in their proper place.
- In relation to visitor accommodation:
 - assist in ensuring rooms are clean and ready for the arrival of new guests; and
 - assist in checking rooms after guest depart for items left behind, or that are missing or broken and report those to Council Services Officer for billing purposes.



	<ul style="list-style-type: none"> • In relation to employer-provided accommodation: <ul style="list-style-type: none"> ○ ensure accommodation is clean and ready for occupancy; ○ conduct cleaning after vacate, as required; and ○ provide information so that cost recovery measures can implemented, as required. • Follow a cleaning schedule and record when cleaning is done, as directed by the Senior Cleaner. • Report to Senior Cleaner if anything needs fixing or is unsafe. • Make sure tools and cleaning products are used properly, decanted safely and stored safely and securely. • Assist with training, as required.
Teamwork	<ul style="list-style-type: none"> • Communicate effectively to foster positive relationships at all levels across the community, stakeholders and West Arnhem Regional Council staff. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures.
Work Health and Safety	<ul style="list-style-type: none"> • Take reasonable care to protect your health and safety and that of Council staff/others. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Other duties commensurate with skills and experience.
SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • Good time management skills with the ability to meet deadlines. • Basic literacy and numeracy skills, and ability to write basic requests and record details. • Ability to work independently and as a member of a team. • Good interpersonal skills and ability to communicate effectively. • Basic understanding of Work Health and Safety in the workplace. • National Criminal History Check clearance. • Current Working with Children/Ochre Card.
Desirable	<ul style="list-style-type: none"> • Current Northern Territory Driver's Licence. • Certificate III in Cleaning Operations. • Experience in cleaning.



YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to	Senior Administration Officer / Administration Coordinator / Senior Cleaner (respectively)
Internal	Administration Coordinator Cleaning Assistant People & Learning Team All Staff
External	Visitors / guests Council suppliers and local businesses Contractors and suppliers Community Members

