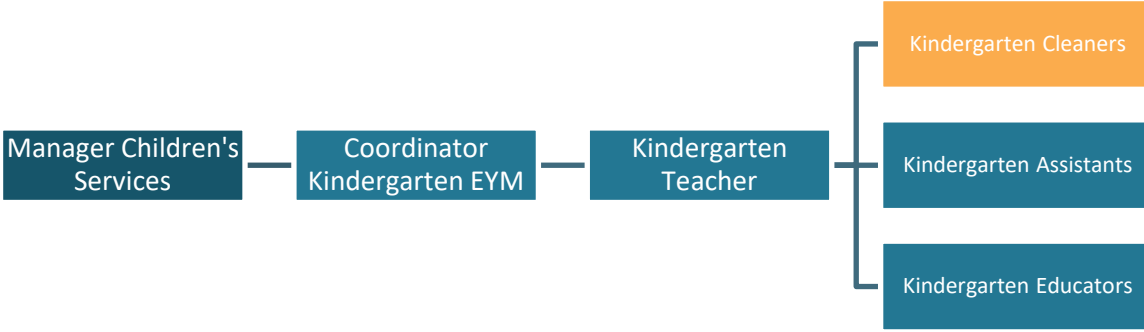


KINDERGARTEN CLEANER

Position No.	1190
Classification	Band 1, Permanent Part Time
Directorate	Community, Planning & Growth
Department	Children's Services
Division	Kindergartens
Team	N/A
Department Context	<p>The Children's Services department provides a broad range of family services to the local community including Kindergartens, Maternal and Child Health and Family Day Care. We understand that positive, supportive and individualised relationships between adults and children enhance the social, emotional, cognitive and physical development of young children. We aspire to establish accessible, quality, and sustainable early childhood education and care experiences for children and their families.</p>  <pre> graph LR A[Manager Children's Services] --- B[Coordinator Kindergarten EYM] B --- C[Kindergarten Teacher] C --- D[Kindergarten Cleaners] C --- E[Kindergarten Assistants] C --- F[Kindergarten Educators] </pre>
Position Purpose	The Kindergarten Cleaner services the Kindergarten and Maternal Child Health divisions and is responsible for ensuring the Kindergarten and Maternal and Child Health/Allied Health Consult rooms are maintained in a clean, hygienic and tidy condition.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Duties of the position

- Provide cleaning services such as vacuuming, sweeping, dusting and polishing, removal of cobwebs, washing of floors, cleaning of wash rooms/ toilets.
- Where necessary, report damage to building, facilities and equipment.
- Maintain stock/supplies
- Implement cleaning schedule for early years services including Maternal and Child Health and Kindergarten following sector hygiene and environment policies and procedures.
- Implement additional levels of hygiene and cleaning practise during outbreaks of infectious illness as per Council Environmental Health Officer (EHO) recommendations.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Foundational
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Foundational
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Foundational
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Foundational
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Foundational
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Foundational
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Foundational
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Foundational
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Foundational
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Foundational

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> Responsible for effectively providing cleaning services in a hygienic, safe and efficient manner.
Judgement and Decision Making	<ul style="list-style-type: none"> Make recommendations to the Coordinator Kindergarten or direct supervisor regarding improvements to cleanliness, safety, effectiveness or efficiency of the service. Make judgments and decisions as to the best methods of performing cleaning tasks, to achieve the most suitable outcome for Council. Report damage/vandalism/breakage to the Coordinator Kindergarten EYM. Notify the director supervisor of cleaning/maintenance products required.
Specialist Skills & Knowledge	<ul style="list-style-type: none"> Good cleaning skills. Competence in using equipment required for office cleaning purposes. Good knowledge of cleaning chemicals usage, decanting OH&S procedures, materials and safe handling techniques.
Management Skills	<ul style="list-style-type: none"> Ability to manage time effectively.
Interpersonal Skills	<ul style="list-style-type: none"> An ability to communicate effectively. The ability to promote a positive image for the Shire
Qualifications & Experience	<ul style="list-style-type: none"> Prior experience in providing commercial cleaning services (Desirable). Ability to work without supervision. Understanding of OH&S Risks and Hazards associated with this role including working with chemicals, electrical equipment and working after dark and ability to comply with Council policies and procedures. Ability to ensure confidentiality, professionalism and discretion are maintained at all times

KEY SELECTION CRITERIA

1. Demonstrated cleaning skills.
2. Demonstrated understanding of OH&S Risks and Hazards associated with this role including working with chemicals, electrical equipment and working after dark and ability to comply with Council policies and procedures.
3. Ability to ensure communication and relationships with service staff, program and volunteer groups is respectful at all times.
4. Demonstrated ability to work as part of a team and ensure effective communication is maintained

Other Requirements

- As part of your role, you will be working or have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero

tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check and Working with Children's Check

APPROVAL

Approved By (Department): Children's Services

Reviewed By (P&C): Business Partner People & Culture

Date: September 2024

Employee Acceptance: *Accepted via online onboarding portal*