



## Amenities Cleaner

### POSITION DESCRIPTION

<b>Position Number:</b>	2976
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Parks & Facilities
<b>Team:</b>	Facilities Management
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream B) Level 3
<b>Reports To:</b>	Supervisor Facilities Services
<b>Revised:</b>	October 2018

#### ***General Position Statement:***

This position supports Council's direction by providing a wide range of cleaning services to Council's public toilet amenities in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

#### ***Specific Responsibilities:***

This position has the following responsibilities:

1. Carry out a variety of the following duties each day as per the cleaning program:
  - Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors, cupboards, etc.
  - Cleaning and sanitising toilet facilities and sick bays.
  - Cleaning sinks and drinking fountains.
  - Cleaning public amenities including human bodily fluids, needles, and eradicating homeless.
  - Maintenance cleaning using high pressure cleaning.
  - Maintenance of cleaning equipment.
  - Cobweb and mildew control, utilising extendable equipment as necessary.
  - Cleaning of concrete, bitumen, asphalt & paved surfaces.
  - Disposal of rubbish and litter control within the general vicinity of amenities.
  - Dusting including office furniture, equipment, pictures, fans, etc.
  - Hosing, sweeping, vacuuming, mopping, etc of surfaces.
  - Empty syringe disposal units as required.
  - Vinyl/timber floor maintenance including buffing, stripping and polishing.



- Other appropriate cleaning duties as directed by the Building Services Supervisor.
- 2. Works independently in various locations around the region.
- 3. Manage and clean various elements of vandalism including special cleans and sanitising resulting from acts of vandalism.
- 4. Liaise with the Supervisor concerning purchasing/replacement of cleaning materials and equipment.
- 5. Report any security, safety, damage, vandalism concerns and building maintenance issues to the Supervisor.
- 6. Operation, general maintenance and cleaning of job van for the purpose of safe and efficient delivery of people, materials and equipment to work sites as per Council's cleaning program.
- 7. Operate and maintain small machines and equipment.
- 8. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
- 9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- 10. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Experience in carrying out cleaning duties.
2. Ability to maintain a high standard of hygiene and cleanliness in Council buildings and public amenities.
3. Ability to carry out duties prescribed for the position to an acceptable standard as determined by the supervisor in accordance with Council's cleaning program.
4. Must have a reasonable level of numeracy and literacy in order to read and carry out basic cleaning functions and follow instructions with the use and storage of chemicals, materials and equipment.
5. Must be aware of the need for security in relation to rooms and buildings, personal property and equipment.
6. Basic communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service
7. A working knowledge of the requirements for cleaning equipment operation and maintenance.
8. Experience and a commitment to working in a team environment.



### Mandatory Qualifications, Licences and Experience

1. Possess and maintain a current motor vehicle drivers licence.

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council’s Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council’s Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council’s Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making actions.

### Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.

### Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s knowledge library.

### Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.





<b>Authorised By:</b>	Executive Director Infrastructure
<b>Signature:</b>	
<b>Date:</b>	03/10/2018
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.