



Position Description

Position Title

Cleaner

Department

Community Services

Position Summary

The Cleaner position is responsible for maintaining cleanliness and upkeep of Shire of Menzies (Shire) buildings, properties, and facilities in accordance with established schedules and standards to ensure a safe and hygienic environment.

Key Duties and Responsibilities

- Maintain and clean, in an effective, safe and efficient manner, Shire buildings, properties, and facilities, including public toilets, cabins, camp kitchen and ablution blocks at the caravan park.
- Report any damage or maintenance requirements of Shire properties to the Community Development Manager or delegate.
- Maintain the cleaner's supply room and equipment storage. Ensure that all existing cleaning chemicals are recorded in WHS Monitor or equivalent record system and that all decanted chemicals are at the correct strength and labelled appropriately.
- Monitor the supply and organise the ordering of cleaning product stocks.
- Assist with the setup of special events, functions and activities
- Assist Community Resource Centre staff with operational tasks as directed by the Community Development Manager
- Courier services for the Shire of Menzies using Shire vehicles
- Assist with watering plants and gardens where required

Key Reporting Relationships

Reporting to:

Community Development Manager

Other positions reporting into this position:

Nil

External relationships:

Shire visitors

Ratepayers and the community

Key Behavioural and Capability Indicators

Level - Intermediate

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills, and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results, and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role.

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act with Integrity** – Maintains confidentiality of customer and organisational information; Is open, honest, and consistent in words and behaviour; Takes steps to clarify ethical issues and seeks advice when unsure what to do; Helps others to understand their obligations to follow the code of conduct, legislation, and policies; Recognises and reports inappropriate behaviour, misconduct, and perceived conflicts of interest
- **Demonstrate Accountability** – Follows through reliably and openly takes responsibility for own actions; Understands delegations and acts within authority level; Is vigilant about the use of safe work practices by self and others; Is alert to risks in the workplace and raises them to the appropriate level
- **Community and Customer Focus** – Identifies and responds quickly to customer needs; Demonstrates a thorough knowledge of services provided; Puts the customer and community at the heart of work activities; Takes responsibility for resolving customer issues and needs
- **Work Collaboratively** – Encourages an inclusive, supportive, and co-operative team environment; Shares information and learning within and across teams; Works well with other teams on shared problems and initiatives; Looks out for the wellbeing of team members and other colleagues; Encourages input from people with different experiences, perspectives, and beliefs; Shows sensitivity to others' workloads and challenges when asking for input and contributions
- **Technical Knowledge** – Sound understanding of the technical aspects of basic maintenance; Knowledge of how to use equipment, chemicals and tools involved in the role; Ability to apply standards and regulations to their operations; Able to identify and assess potential risks and hazards
- **Sustainability-minded** – Understands that Menzies is a remote town and supplies are not easily sourced; Focuses on finding solutions with what is on-hand; Recycles and reuses resources wisely, including water; Identifies opportunities for saving or re-issuing use of resources
- **Safety** – Acts to prevent the reoccurrence of challenges and barriers to safety; Helps colleagues to ensure their own safety and safety of others; Brings safety concerns to the attention of the Works Manager through written or verbal reports as appropriate; Takes initiative to review organisational policies and procedures with an aim to improve the safety of colleagues and the wider community; Collects feedback from internal and external stakeholders on new and current safety procedures

Selection Criteria

Knowledge and Experience

- Experience in cleaning (desired but not essential)
- Working knowledge of work, health and safety requirements for the workplace
- Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally

Skills

- Ability to operate equipment in a safe and competent manner
- Competence in estimating and ordering of cleaning materials
- Ability to communicate effectively, where appropriate, with members of the public and other employees

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical clearance appropriate to the role

- Current WA 'C' Class driver's licence
- Working rights

Name of current incumbent:	Signature:	Date:
Chief Executive Officer:	Signature:	Date:
Peter Bentley		

