



## Shire Cleaner

### Our vision

Together, towards a better lifestyle.

### 1. Position details

Directorate:	Director Infrastructure Services	Level: 3
Reports to:	Manager Waste and Safety Services	Senior Cleaner
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders	Directorate team members Key internal stakeholders

### 2. Position summary

Perform cleaning duties to ensure the cleaning of the Shire of Harvey managed buildings and public amenities are maintained to a high level of cleanliness.

### 3. Community strategic objectives



## 4. Key duties and responsibilities

Key functions	Specific duties
Cleaning Services	<ul style="list-style-type: none"><li>• Clean and service Shire buildings to the best possible level.</li><li>• Restock hand towel, toilet tissue and soap dispensers as necessary.</li><li>• Check that door locks, hand dryers, lights, dispensers and other items are operational and report any faults.</li><li>• Report any maintenance and equipment issues.</li><li>• Inform Senior Cleaner of any cleaning materials or equipment requiring replenishment.</li></ul>
Other	<ul style="list-style-type: none"><li>• Reasonable duties commensurate with classification level.</li><li>• National Crime Check.</li><li>• Current 'C' Class Drivers Licence.</li></ul>
Organisational	<ul style="list-style-type: none"><li>• Work in accordance with the Shire's Occupational Safety and risk management principles.</li><li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li><li>• Create and capture records of work activities in line with policies and procedures.</li><li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li><li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li><li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li></ul>

## 5. Extent of authority

Operate under the general direction of the Senior Cleaner and the Manager of Waste and Safety Services within the Shire procedures, guidelines and practices and Council policies.

## 6. Position selection criteria

### Essential

1. Demonstrated experience working in a similar role with the ability to work autonomously.
2. Knowledge of safe and competent operation of cleaning equipment and chemicals and manual handling safe practices.
3. Ability to work efficiently to complete work tasks in accordance with defined schedules and timeframes.
4. High level of organisational skills to consistently approach workload in a proactive manner to ensure timelines and standards are met.

### Desirable

1. Demonstrated experience in commercial cleaning.