



Croydon Shire Council

Position Description

Position Title	Cleaner
Department	Infrastructure
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream B – Section 5 – Operational Services Level 2 plus relevant allowances
Position Type	Casual
Reports To	Maintenance Works Supervisor

Position Objective

Cleaning of Croydon Shire buildings, facilities and public spaces to a very high standard, having regard to hygiene, safety and customer needs.

Duties and Responsibilities

- Cleaning duties which include, but not limited to, sweeping, mopping and vacuuming floors, window cleaning, dusting and wiping down surfaces, removal of cobwebs, rubbish removal, washing, folding, cleaning and maintaining toilets and showers to an appropriate standard of cleanliness internally and externally.
- Clean to a high standard with consideration to hygiene, safety and customer needs.
- Cleaning of public use areas such as BBQ's, public buildings, and other common areas.
- Ensure areas being cleaned are maintained in a secure state. Maintain security awareness and report all suspicious activities to Council.
- Maintain an awareness of new cleaning methods and products.
- Report any faulty equipment.
- Cleaning duties extend across all council services and from time to time overtime work is required outside of normal hours; for example council events
- Provide relief to other cleaning positions in other areas and locations as required.
- Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be conducted in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.
- Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Council's Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice.
- Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

Qualifications / Skills / Experience

Essential

1. Knowledge and experience in all aspects of general cleaning.
2. Sound knowledge of the use of cleaning products.
3. The physical ability to carry out cleaning duties.
4. Ability to legally operate a motor vehicle under a C class licence.

Additional

5. Sound level of verbal and written communication skills and ability to effectively deal with a broad range of customers.
6. Be self-motivated and have excellent time management, planning and organisational skills.

7. Ability to work under limited direction and supervision and maintain a friendly and helpful work attitude.

Key Performance Indicators (KPI's)

- Allocated tasks and responsibilities are completed consistently within agreed timeframes.
- Work is performed to a high standard with attention to detail.
- Adherence to Safety Data Sheets (SDS) for materials handling.
- Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.

Selection Criteria

1. Qualifications or experience in general cleaning.
2. Knowledge of use of cleaning products.
3. Awareness of cleaning products and their use, and ability to comply with Safety Data Sheets.
4. Knowledge and commitment to safe working practices.
5. Good interpersonal and communication skills.

Certification

Employee Name:

Employee Signature _____ Date ____/____/____

Chief Executive Officer: Jacqui Cresswell

Chief Executive Officer Signature _____ Date ____/____/____