



POSITION DESCRIPTION

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| REPORTS TO | Council Operations Manager | CLASSIFICATION & HOURS | Level 1 Part-Time |
| DIVISION | Council Operations | LOCATION | Community Based |

JOB PURPOSE

This position is responsible for the clean, tidy and hygienic manner in which the Council Office and the Council accommodation quarters are kept and presented.

DUTIES & RESPONSIBILITIES

- Ensure that the Council Office and other Council facilities are always kept clean and tidy.
- Performing cleaning duties (i.e. vacuuming, dusting, sweeping, mopping) at a maximum quality level.
- Attention to detail in maintaining high standards of hygiene in all facilities.
- Ability to remain independent in any contact with sensitive or confidential information,
- Ensure stock orders of cleaning chemicals and equipment are placed and received in a timely manner.
- Consistently adhere to defined WHS (OHS) policies, procedures, and legislation.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

SELECTION CRITERIA

Education Requirements

1. Chemical Handling Certificate (desirable)

Experience and Knowledge Requirements

1. Proven ability to work as part of a small team.
2. Ability to be able to safely handle Chemicals.
3. Ability to be able to carry out cleaning duties that are of a physical nature.
4. An awareness of the principles of WHS

Other Requirements

1. Criminal History Check
2. Working with Childrens Card
3. Drivers Licence



ACKNOWLEDGEMENT

DIRECTOR: Matthew Chéminant **DATE APPROVED:** 06/03/2024

CHIEF EXECUTIVE OFFICER: [Signature] **DATE APPROVED:** 06/03/2024

OUR VISION

To strengthen our region through fostering development, growth, and social wellbeing
"Moving Forward Together"











Cleaner Position Description

Final Audit Report

2024-03-06

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