



Victoria Daly
REGIONAL COUNCIL

Cleaner

OUR VISION

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

POSITION DESCRIPTION

REPORTS TO	Council Operations Manager	CLASSIFICATION & HOURS	Level 1 - Various
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 AND RESPONSIBILITIES

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

EDUCATION REQUIREMENTS

1. Chemical Handling Certificate (desirable)

EXPERIENCE & 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 (recent within 3 months)
2. A current Working With Children's Card.
3. A current Drivers Licence.

EMPLOYMENT CONDITIONS

The position holder's employment conditions are as set out in the holder's letter of employment offer and, in the Victoria Daly, Regional Council Enterprise Agreement 2021-2023.

ACKNOWLEDGEMENT

DIRECTOR: Matthew Chaminant

DATE APPROVED: Feb 2, 2023

CHIEF EXECUTIVE OFFICER: 

DATE APPROVED: Feb 2, 2023