

Position Description

Cleaner

Directorate	Technical Services
Location	Bland Shire Council Shire Street, West Wyalong
Classification/Grade/Band	Grade 3
Position Code	3107 – Part time
Date Position approved	31/08/2015

Council values

Bland Shire Council has seven (7) values that form our foundations and are embedded in our culture. The values inspire us to take ownership of our roles and responsibilities. They are tangible and are at the core of every interaction we have, and, in every action, we take in performing our jobs. All employees are responsible for upholding these values when representing Council.

Working together



to improve our quality of life

Primary purpose of the position

To provide high level and efficient cleaning services across Council's buildings and facilities to ensure all furnishings and fittings are presented to both staff and the public in a clean, tidy and neat state.

Key accountabilities

Within the area of responsibility, this role is required to:

- General cleaning duties in all areas in and around Council's buildings and facilities, according to the cleaning schedule provided, achieving a high standard of care and quality outcomes.
- Operate cleaning equipment ensuring compliance with Council's standards, policies and procedures.
- Maintain storage areas, so that they are presented clean, tidy and safe.
- Use and store chemicals according to Council's policies and procedures.
- Report any maintenance work to supervisor improving Council's buildings and facilities.
- Monitor supplies and advise supervisor when supplies are required.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Corporate Responsibilities

- It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Bland Shire Council.
- Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy.
- Under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether they are a usual function of the position.
- Child Safety Commitment: All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.
- Delegations - adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
- Facilitate the recruitment, training, development, Competency assessments and annual reviews of staff improving efficiency and service delivery.
- Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.
- Comply with all Council's policies, procedures and guidelines.

Key internal relationships

Who	Why
Building Maintenance Officer	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Selection requirements

Criteria:
Essential Criteria: Demonstrated experience in providing high quality commercial cleaning and/ or cleaning public amenities. Current Class "C" Driver licence.
WHS and EEO Knowledge and understanding of EEO and Work Health and Safety policies and procedures.





Key Physical Requirements (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>)	
Continuous standing	Continuous reaching waist level/below waist level
Continuous walking	Occasional trunk rotation
Rarely sitting	Continuous repetitive forearm, hand and finger movements
Frequent bending/stooping	Continuous manual dexterity and handling
Frequent squatting/crouching	Occasional reaching overhead
Frequent kneeling	

Immunisation Requirements
This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy.

Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity.

Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes.

Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly.