



# Performance Profile Cleaner

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> <li>Enhance community connection and well-being.</li> <li>Operate as environmental custodians for the future.</li> <li>Support local jobs, industry, and small business and facilitate sustainable development.</li> </ul>	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

<b>Position:</b>	Cleaner	<b>Direct Reports:</b>	Nil
<b>Department:</b>	Infrastructure and Assets		
<b>Reports to:</b>	Senior Cleaner		
<b>Status:</b>	Full-time/Part-time		

Performance Summary
<p>The Cleaner is expected to:</p> <ul style="list-style-type: none"> <li>Maintain the Shires buildings &amp; infrastructure to a high standard of cleanliness</li> <li>Provide a high-level of customer service whilst supporting the connection with our diverse community</li> <li>Strive for continuous improvement in the workplace</li> <li>Carry out cleaning duties ensuring safe and effective completion of works is undertaken</li> <li>Have a strong focus on workplace health and safety</li> <li>Accept responsibility with a 'can do' attitude</li> <li>Champion the Shire's vision, values and mission statement</li> <li>Be inspired and motivated as part of the Infrastructure and Assets team.</li> </ul>

## Key Responsibilities

General cleaning of the Shires buildings and infrastructure including:

- Undertaking cleaning as per the Cleaners Schedule as determined by the Senior Cleaner
- Report any damage to buildings and fittings to the coordinator and complete the inspection report sheet
- Sweep and mop building floors and surroundings using cleaning equipment and materials provided by the Shire
- Perform office cleaning duties, including but not limited to, emptying bins, vacuuming carpets, washing dishes following meetings and removal of cobwebs
- Clean the Shire's BBQs, hot plates and associated surfaces and empty the fat trays
- Ensure the tops, benches and grounds of the BBQ gazebos are clean and tidy
- Window cleaning as required
- Other general duties as required within the scope and level of the position
- Promotion of Council's image whilst undertaking duties
- Act in accordance with the organisations Code of Conduct
- Undertake other duties as required by the Manager Technical Services.

## Position Requirements

- Previous cleaning experience including knowledge of cleaning products
- Ability to work unsupervised
- Sound time management skills
- Developed interpersonal skills
- Have a positive attitude
- Knowledge of safe work practices and the willingness to comply with the Shire WHS Policy
- Be physically fit to undertake manual tasks
- Have a reliable vehicle to undertake duties
- "C" Class drivers' licence
- National Police Clearance (within the past three months).

### General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

### Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE PROFILE REVIEWED**

**DATE** \_\_\_\_\_