



Performance Profile Cleaner (Casual)

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

Position:	Cleaner	Direct Reports:	Nil
Department:	Technical Services		
Reports to:	Senior Cleaner		
Status:	Casual		

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

Key Responsibilities

Undertake general cleaning duties throughout the Shire, to a high standard, including but not limited to:

- Sweep or blower vac building entrances and entry paths
- Remove cobwebs where visible (externally & internally)
- Clean all glass entrance doors, and windows (externally and internally)
- Empty all waste and sanitary disposal bins
- Dust all fittings, furniture, cabinets, shelves, skirting boards, fans, air conditioners and other flat surfaces. Apply furniture polish where required
- Wipe down and clean counters, tabletops, filing cabinets and all other hard surfaces, removing stains where necessary
- Sweep and mop or scrub all floor coverings and hard floor surfaces, ensuring slip hazards are minimised
- Vacuum carpets, spot cleaning and removing stains where necessary
- Disinfect bathrooms, toilets, kitchens, sink areas, ensuring a high level hygienic standards are maintained
- Clean and sanitise toilets, hand basins, fittings, urinals and mirrors
- Clean and sanitise showers including dividing walls
- Clean windows
- Replenish toilet paper and hand towel dispensers and refill hand soap dispensers
- Wash tea towels and hand towels, stack dishwasher
- Washing dishes when required
- Clean and sanitise staff microwaves and fridges (Once a month)
- Detailed Cleaning (quarterly) or as directed
- Liaise regularly with the reporting officer and provide lists of cleaning supplies and equipment to be ordered to ensure adequate stocks are available for use
- Maintain storage areas so that they are presented in a clean, tidy and safe manner
- Use and store products, substances or chemicals following Material Safety Data Sheets safety information, Council's policies and legislative requirements
- Operate cleaning equipment in accordance with the Shires requirements and manufacturers' instructions
- Act in accordance with the organisations Code of Conduct.
- Promotion of Council's image whilst undertaking duties.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Any other duties including relief for other cleaners as required by the Senior Cleaner and 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 August 2024