



## Position Description

**CLEANER**

(Part time)



# VALUE–YORK

## PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



**Empathy**



**Courage**



**Respect**

## Aspirational Value



**Excellence**



## Position Description: Cleaner

Position Number: Y045c

**Purpose:** This role is the front line for users of Shire assets. Its focus is to ensure that the Shire's buildings and facilities are in best possible condition through diligent and thorough cleaning, damage reporting, equipment monitoring and troubleshooting.

### Role Responsibilities

- Clean and service Shire facilities to the best possible level.
- Document and report damage and maintenance needs as they arise and indicate potential for damage as it becomes apparent.
- Use the knowledge of each building, the facilities and equipment (tables, chairs, settings, and fittings) to ensure that damage to these smaller assets and missing items are reported.
- Seek and provide advice on how cleaning and building care can be improved or where materials and time savings can be made.
- Be an active and engaged partner with the Infrastructure and Development Services team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

### Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations, and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

### Required Skills and Qualifications

#### Essential

- Ability to work independently with limited direction but remain a contributing team member.
- Proactive problem solver who takes great interest in the buildings in which they work.
- A fit and active person who is able to meet the requirements of this role.
- Developed communication skills both written (reporting and advising) and verbal (team work and engagement with clients).
- Reliability.
- Experience with cleaning products and equipment.
- Current Police Clearance.
- Licensed motor vehicle.
- "C" Class Licence.

**Desirable**

- Demonstrated experience in commercial cleaning.
- Ability to operate cleaning equipment including industrial floor cleaners/polishers.

**Level of Authority and Organisational Relationships****Reports to:**

Environmental Health Officer

**Direct Reports:**

Nil

**Internal Liaisons:**

- Manager Development Services
- Manager Community & Place
- Administration Staff

**External Liaisons**

- Hirers of Shire facilities
- Building maintenance contractors

**Conditions of Employment:** Part Time (15 hours per week)

**Classification:** Level 2, step 1 – Inside EA

**Location:** YRCC precinct

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Last Position Description Review

Date:     /     /

Next Review Due

Date:     /     /