



## POSITION DESCRIPTION

### Cleaner

Doomadgee Aboriginal Shire Council

**TITLE:** Cleaner  
**AWARD:** Queensland Local Government Industry (Stream B) Award - State 2017  
Division 2, Section 5 – Operational Services – Level 1  
**DEPARTMENT:** Admin  
**PROGRAM** Corporate Services  
**LOCATION:** Doomadgee

<b>Job Summary</b>	This position is responsible to maintain Council offices and other Council properties in a clean and neat order.
<b>Reports to:</b>	Admin Officer
<b>Supervises:</b>	N/A
<b>Accountability:</b>	This position is accountable to the Administration Officer
<b>Reports to</b>	Administration Officer
<b>Position Scope</b>	This position has significant contact with Council staff, the general public and visitors.
<b>General conditions of employment:</b>	<ul style="list-style-type: none"><li>• A satisfactory Criminal History Check</li><li>• An Australian Permanent Resident</li><li>• Current Driver's License</li><li>• Engage in ethical conduct at all times</li><li>• Work within the organisations policies including complying with Council's Code of Conduct and Workplace Health and Safety requirements and procedures</li></ul>
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Empty rubbish bins in all Council facilities as required</li><li>2. Sweep and mop floors</li><li>3. Clean toilets, bathrooms, kitchens and laundries</li><li>4. Clean stoves, ovens, fridges and inside cupboards</li><li>5. Adhere to Council's policies and procedures</li><li>6. Clean walls of Councils properties</li><li>7. Make up rooms in Council's accommodation properties, as required</li><li>8. Change linen, wash/dry linen when people move out of Council's accommodation</li><li>9. Other duties as directed</li></ol>
<b>Selection Criteria</b>	<ol style="list-style-type: none"><li>1. Strong interpersonal and communication skills with friendly and helpful disposition</li><li>2. Willingness to undertake an accredited course of study suitable to this position</li><li>3. Ability to work as part of a team to achieve improvements</li><li>4. Must be reliable and punctual</li></ol>
<b>Key Performance Indicators</b>	<ol style="list-style-type: none"><li>1. <b>Communication</b> – communicate effectively with staff and visitors</li><li>2. <b>Reliability</b> and timeliness – reliable and punctual for work and complete tasks within required timeframes, monitored through supervisor feedback.</li><li>3. <b>Independent</b> – work independently showing initiative with minimal supervision</li></ol>

	<p>4. <b>Continuous improvement</b> – recommend changes when required and maintain visible cleanliness in Council office</p> <p>5. <b>Safety</b>– work in a safe manner following safe work procedures</p>
<b>WHS Responsibility Statements</b>	All employees have a legal obligation to comply with statutory WHS policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.
<b>Responsibilities include:</b>	<p>These statements (responsibilities) apply to all employees, including permanent, part-time and casual employees.</p> <ol style="list-style-type: none"> <li>1. Being aware of WHS system and processes</li> <li>2. Performing all work and associated functions in a safe manner</li> <li>3. Complying with all documented WHS policies, procedures, work instructions, verbal instructions issued by the Council or its officers</li> <li>4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.</li> <li>5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or report hazards and risks in accordance with WHS procedures</li> <li>6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally.</li> <li>7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.</li> <li>8. Attending any toolbox, team talks or specific training.</li> <li>9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.</li> <li>10. Work in a manner that will not endanger yourself, other employees or the general public</li> </ol>
<b>Staff acknowledgement:</b>	<p>I, _____ acknowledge and agree to the above position description.</p> <p>Employee's signature _____ Date _____</p>