



# Shire of Leonora

## Our Vision:

*"That the Shire of Leonora is a proactive, sustainable, safe, friendly, and prosperous place to be."*

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Cleaner
<b>DIVISION:</b>	Community Services
<b>EMPLOYMENT TYPE:</b>	Full Time
<b>AWARD/AGREEMENT:</b>	Municipal Employees (Western Australia) Award 2021 Level 3

### POSITION OBJECTIVES

The Cleaner is responsible for ensuring that all assigned facilities are maintained to a high standard of cleanliness, hygiene, and safety, contributing to a clean, welcoming, and comfortable environment for all staff, visitors, and users.

This role requires carrying out a variety of routine and deep-cleaning tasks, including but not limited to, dusting, sweeping, mopping, sanitising surfaces, emptying waste bins, and cleaning restrooms and common areas. The Cleaner must ensure the appropriate and safe use of cleaning chemicals, tools, and equipment, adhering to health and safety regulations, policies, and procedures always. By consistently maintaining an orderly and hygienic environment, the Cleaner supports the overall operational effectiveness and positive image of the facility.

### ROLE RESPONSIBILITIES

#### Routine Cleaning Tasks:

- Perform daily cleaning duties such as dusting, sweeping, vacuuming, mopping, sanitising surfaces, and cleaning restrooms to maintain high levels of cleanliness.

#### Waste Management:

- Empty, clean, and replace waste bins as required, and ensure waste is disposed of in accordance with facility policies and environmental guidelines.

#### Surface Sanitisation:

- Ensure surfaces, such as desks, doors, windows, and countertops, are sanitised regularly, with particular attention to high-traffic areas to promote health and safety.

#### Restroom and Facility Upkeep:

- Clean and sanitise restrooms, including sinks, toilets, mirrors, and floors, while maintaining adequate supplies such as soap, toilet paper, and hand towels.

#### Handling Cleaning Chemicals:

- Safely handle and use cleaning chemicals in accordance with manufacturer guidelines and health and safety regulations, including the use of personal protective equipment (PPE).

#### Equipment Maintenance:

- Operate and maintain cleaning equipment such as vacuum cleaners, floor polishers, and mops, ensuring they are in good working order and reporting any faults or damage promptly.

#### Adherence to Safety Standards:

- Follow established safety protocols to prevent accidents and maintain a safe working environment, including the proper labelling and storage of cleaning supplies.

#### Stock Control:

- Monitor and report the need for reordering cleaning supplies, ensuring appropriate stock levels are maintained.

#### Specialised Cleaning Tasks:

- Perform periodic deep-cleaning tasks such as carpet shampooing, window cleaning, and stripping and waxing floors as scheduled.

#### Communication:

- Report any damages, maintenance needs, or safety concerns within the facility to the appropriate supervisor.

#### Customer Service:

- Maintain a friendly, approachable demeanour when interacting with staff, visitors, and facility users, and respond to cleaning requests and concerns in a timely manner.

#### Flexibility:

- Adjust cleaning schedules and tasks as needed to accommodate special events or other unique requirements of the facility.

### **PERFORMANCE OF DUTIES**

- While on duty, staff will give their whole time and attention to the Shire of Leonora'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 Leonora uninfluenced by fear or favour.
- The Shire of Leonora 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 the Employee Code of Conduct, including but not limited to all Shire policies and procedures.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of Leonora are responsible for ensuring the

records relating to the business activities of the Shire are captured into the electronic record system.

Any other duties as directed by the Manager Community Services.

### **EXTENT OF AUTHORITY**

- Liaise directly with Manager Community Services in all work-related matters. In the absence of the Manager Community Services liaise with CEO.
- Delegations or approvals as directed by the CEO.
- Report recommendations to Manager Community Services for approval. In the absence of the Manager Community Services report recommendations to CEO for approval.
- Carry out all duties to required standards, in a manner ensuring safety of both the public and council employees.

### **ORGANISATIONAL RELATIONSHIPS**

**Position reports to:** Manager Community Services

**Supervision of:** nil

**Internal Liaison:** CEO and Executive Managers  
Council staff

**External Liaison:** Government Agencies  
Community Organisations  
Local Employment Services  
Educational and Training Institutions  
Financial and Legal Services  
Health and Wellbeing Support Services  
Local Business and Industry Representatives  
Residents  
General Public

### **KEY DUTIES/RESPONSIBILITIES**

Under the direction of the Manager Community Services and / or Chief Executive Officer, key duties will include:

#### **Essential**

- Demonstrated experience in performing a range of cleaning tasks, including routine and deep cleaning of facilities.
- Familiarity with cleaning chemicals, tools, and equipment, and the ability to use them safely according to established guidelines and occupational health and safety standards.

- Ability to maintain a high standard of cleanliness and hygiene, ensuring all areas are thoroughly cleaned and any issues are reported promptly.
- Proven ability to complete cleaning tasks efficiently and within designated timeframes, including working autonomously or as part of a team.
- Effective communication skills to interact courteously with staff, community members, and external stakeholders, and to respond to requests or concerns professionally.
- Capability to perform physical tasks that may involve lifting, bending, standing, and repetitive motion, as required by cleaning duties.
- Willingness to adapt cleaning routines based on changing priorities, special events, or facility needs, including occasional weekend or after-hours work if necessary.
- Understanding and adherence to health and safety protocols to maintain a safe working environment for themselves and others.

### **Desirable**

- Experience cleaning and maintaining community centres, offices, or public facilities.
- Possession of a relevant qualification or training in cleaning, occupational health and safety, or related fields.
- Basic skills in using computers or tablets for logging cleaning tasks, reporting issues, or tracking supply levels.
- Current first aid certification to respond to minor injuries or emergencies while performing cleaning duties.
- Availability to work evenings, weekends, or during special events, as required by the facility's schedule.
- Ability to maintain accurate records of cleaning schedules, supply usage, and incidents.

### **Qualifications/training**

- Current National Police Clearance
- Current C class drivers' licence

### **KEY SELECTION CRITERIA**

Selection will be based on the applicant's ability to meet the skills, knowledge, qualifications, and experience criteria listed below and contained in the Position Objectives.

**The following criteria are considered desirable for the full functioning of the position:**

- Demonstrated experience in performing a range of cleaning tasks, including routine and deep cleaning of facilities.

- Familiarity with cleaning chemicals, tools, and equipment, and the ability to use them safely according to established guidelines and occupational health and safety standards.
- Ability to maintain a high standard of cleanliness and hygiene, ensuring all areas are thoroughly cleaned and any issues are reported promptly.
- Proven ability to complete cleaning tasks efficiently and within designated timeframes, including working autonomously or as part of a team.
- Effective communication skills to interact courteously with staff, community members, and external stakeholders, and to respond to requests or concerns professionally.
- Capability to perform physical tasks that may involve lifting, bending, standing, and repetitive motion, as required by cleaning duties.
- Willingness to adapt cleaning routines based on changing priorities, special events, or facility needs, including occasional weekend or after-hours work if necessary.
- Understanding and adherence to health and safety protocols to maintain a safe working environment for themselves and others
- Current “C” Class Drivers Licence
- National Police Certificate (not older than six weeks)

## **WORK HEALTH & SAFETY RESPONSIBILITIES**

Staff have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard, or illness immediately, where practical to their supervisor
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment.

## **GENERAL INFORMATION**

This position description is indicative of the type of duties to be undertaken, and the employee accepts that the organisation may require the employee to carry out other duties which are within the employee’s skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

**Position Acknowledgement and Acceptance:**

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_____ <b>Chief Executive Officer</b>	_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Position Holder</b>	_____ <b>Signature</b>	_____ <b>Date</b>

*This position description will be reviewed annually as part of the annual performance appraisal process.*

*Position Description: Cleaner*