

POSITION TITLE	Cleaner
DEPARTMENT	Infrastructure Services
GROUP	Technical Services
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGEA Level 1
REPORTS TO	Coordinator Facilities

Department Summary

The Infrastructure and Maintenance Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

Position Summary

Our Cleaners are part of the Facilities team and provide quality cleaning services for Council facilities, ensuring that a high standard of cleanliness and hygiene is maintained. This involves undertaking physically demanding work on a daily basis. As such, our Cleaners need to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

Key Responsibilities

- Complete all cleaning activities to a high standard in accordance with supervisor's instructions to maintain Council facilities in a safe, clean, hygienic and presentable condition
- Report any detected damage or maintenance requirements (e.g. leaking cisterns or taps, blown light globes, faulty locks or broken toilets, etc.) to the Facilities Assets Officer for repair arrangements to be made
- Maintain cleaning product stocks and ensure that Safety Data Sheets (SDSs) are adhered to during the use of chemicals
- Conduct all activities in a safe and competent manner including the operation of electronic cleaning equipment
- Foster a relationship of trust by demonstrating an appreciation of the responsibility that comes with accessing Council offices outside of normal business hours through maintaining confidentiality, exercising discretion and safeguarding security
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Knowledge of the safe use of cleaning products and chemicals
- Understanding of Safety Data Sheets (SDSs)
- Knowledge of cleaning techniques and materials used
- High-level cleaning skills
- Basic computer skills
- Ability to work unsupervised and to use initiative as required on a daily basis

Qualifications and Experience***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Demonstrated experience performing cleaning activities in an industrial or commercial environment

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibilities Statement (Schedule S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 28 September 2023