

POSITION DESCRIPTION

Position Title:	Cleaner
Position Number:	10551
Directorate:	Strategic Projects & Infrastructure
Reports to:	Sanitation Team Leader
Department:	Waste, Fleet & Depot
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level MEU 2

1. POSITION OVERVIEW

The Cleaner is responsible for maintaining a high standard of cleanliness and hygiene in all of Council's buildings and facilities.

1.1 Position Objectives

- Liaise with Sanitation Team Leader Sanitation regarding existing cleaning programs and additional areas of cleaning to meet expected needs.
- Maintain the image of the Council by providing a clean appearance to buildings and facilities and a high level of personal presentation

2. DUTIES & RESPONSIBILITIES

2.1 General

- Provide daily cleaning coverage of areas as rostered.
- Report any maintenance or vandalism to Team Leader or to Council's building maintenance department.
- Order materials and equipment required for the day-to-day cleaning of the work area.

2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

3.2 Judgement and Problem Solving

- Personal judgment is required to follow predetermined procedures where a choice between more than two options is present.
- Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- Good time management skills and the ability to work with limited supervision.

3.3 Specialist Knowledge and Skills

- Operate commercial (heavy duty) cleaning equipment including vacuum cleaners, carpet shampooers, scrubbers and pressure washers.
- General knowledge of occupational health and safety practices in the workplace.

3.4 Interpersonal Skills

- Effectively communication skills to communicate with clients, other employees and members of the public and in the resolution of minor matters.

3.5 Physical/Other Requirements

- Relevant experience in a similar position
- Experience as a commercial cleaner is desirable
- Physical capability to operate cleaning machinery, work from step ladders and perform cleaning duties
- Ability to work early morning, evening and weekend rosters as required
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)