



# Carrathool Shire Council

## POSITION DESCRIPTION

### Facilities Cleaner

<b>DIRECTORATE</b>	<b>INFRASTRUCTURE</b>
<b>REPORTS TO</b>	<b>MANAGER BUILDING &amp; REGULATORY SERVICES</b>
<b>CLASSIFICATION</b>	<b>BAND 1 LEVEL 2</b>
<b>GRADE WITHIN SALARY STRUCTURE</b>	<b>2</b>
<b>STATUS OF EMPLOYMENT</b>	<b>PERMANENT PART TIME</b>
<b>HOURS OF WORK</b>	<b>35</b>
<b>POSITION CODE</b>	<b>3300</b>
<b>DATE APPROVED</b>	<b>1 JANUARY 2020</b>

### Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

### Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

### Primary purpose of the position

This position is responsible for providing staff and members of the public with a high standard of cleanliness and hygienic and attractive facilities.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Work effectively unsupervised when required and exercise judgement in the planning of own work.
- Maintain floor surfaces by vacuuming / sweeping and mopping clean all surfaces, including all corners and edges.
- Clean and disinfect all pans, seats, lids, urinals, taps, pipes, chrome fittings, doors, door furniture, basin etc to ensure all toilets are sanitary.
- Clean walls including the removal of cobwebs and dust surfaces (e.g., cupboards, desks and benches) as required.
- Clean and wipe over sinks and surrounds, refrigerator and related furniture, cupboards etc in the kitchen as required.
- Empty waste and garbage receptacles as required.
- Sweep front entry, hose down and remove litter as necessary.
- Clean glass doors and windows as required.
- Order and replace cleaning supplies (e.g. floor and toilet cleaner) and consumables (e.g. toilet paper, paper towel and soap) as needed.
- Identify the security arrangements at facilities and ensure that all windows and doors are secure before leaving premises.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## Organisational accountabilities and responsibilities

<b>Customer Service</b>	<ul style="list-style-type: none"><li>● Ensure an efficient, courteous and professional service to internal and external customers at all times.</li><li>● Present a positive image of Council at all times.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>● Carry out work in line with relevant legislative requirements, codes, practices, and standards.</li><li>● Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.</li><li>● Take responsibility for and manage own work and contribute to a productive work environment.</li><li>● Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.</li><li>● Ensure accurate and timely record keeping in accordance with Council's requirements</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>● Perform work in accordance with WHS Legislation and Council's Policies and procedures.</li><li>● Report all Near Misses/ Accidents, Injury &amp; illness as per Council policies to the immediate supervisor.</li><li>● Contribute to work health and safety of self and others.</li><li>● Attend and participate in all training as directed.</li></ul>

<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Assist council supervisors and managers in identifying and assessing hazards at the workplace.</li> <li>• Be aware of and follow Council’s risk management procedures when undertaking tasks or projects.</li> <li>• Do not interfere or misuse any safety device or equipment which has been provided.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Consider the protection of the environment when undertaking Council activities.</li> </ul>

## Key relationships

Internal	External
Manager Building & Regulatory Services	Nil
Other staff	

## Essential requirements


1. Ability to work unsupervised with developed personal time management skills.
2. Developed interpersonal and communication skills.
3. Ability to maintain public facilities in a clean and attractive condition.
4. Ability to comply with Work Health & Safety requirements.
5. Ability to use cleaning materials using Safety Data Sheets (SDS).
6. Class C drivers’ licence

## Desirable requirements

7. Competency and general knowledge of the operation of commercial cleaning equipment or ability to learn









## Capabilities for the role

Carrathool Shire Council’s Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, “how we do things around here”. It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Foundational</b>	<b>1</b>
	Display Resilience and Adaptability	Foundational	2
	Act with Integrity and Courage	Foundational	3
	Demonstrate Accountability	Foundational	4
 <b>Relationships</b>	Communicate and Engage	Foundational	2
	<b>Community and Customer Focus</b>	<b>Foundational</b>	<b>1</b>
	Work Collaboratively	Foundational	4
	Influence and Negotiate	Foundational	3
 <b>Results</b>	Plan and Prioritise	Foundational	3
	Think and Solve Problems	Foundational	2
	Create and Innovate	Foundational	4
	<b>Deliver Quality Results</b>	<b>Foundational</b>	<b>1</b>
 <b>Resources</b>	Finance	Foundational	3
	<b>Assets and Tools</b>	<b>Foundational</b>	<b>1</b>
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p><b>Personal Attributes</b> Display Resilience and Adaptability</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Shows adaptability to changing work tasks and environments</li> <li>Shows an openness to new ways of doing things</li> <li>Stays calm in difficult situations</li> <li>Does not easily give up when problems arise</li> <li>Asks questions and offers opinions</li> </ul>
 <p><b>Relationships</b> Community and Customer Focus</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Shows awareness that he/she is working for the community</li> <li>Shows respect, courtesy and fairness when interacting with customers and community members</li> <li>Listens and asks questions to understand customers / community needs</li> <li>Informs customers of progress and checks their needs are being appropriately met</li> </ul>
 <p><b>Results</b> Deliver Quality Results</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Clarifies work required and timeframe available</li> <li>Checks own work for accuracy, quality and completeness</li> <li>Completes tasks under guidance, on time, and to the required standard</li> </ul>
 <p><b>Resources</b> Assets, Tools &amp; Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Effectively uses a variety of work tools and resources to enhance work products and expand own skills set</li> <li>Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Reports faults or problems with work tools and equipment within appropriate timeframes</li> </ul>

## Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

## Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus

## Progression skills, qualifications, and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above

<b>Step 1 (Entry Level) Essential Criteria</b>	<ul style="list-style-type: none"> <li>● Basic ability to work unsupervised.</li> <li>● Basic ability to maintain facilities in a clean and attractive condition</li> <li>● Understanding of safe working procedures and skills.</li> <li>● Ability to use cleaning materials and experience in general cleaning techniques.</li> <li>● Class C Driver's Licence</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>● Prerequisites from Steps 1 plus:</li> <li>● Council's general induction completed</li> <li>● Demonstrated ability to use Safety Data Sheets (SDS) as required.</li> <li>● Demonstrates Stream 1 capabilities</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>● Prerequisites from Steps 1 &amp; 2 plus:</li> <li>● Demonstrated ability to plan, prioritised &amp; completed workload within allocated timeframes</li> <li>● Consistently follows safe work practices</li> <li>● Demonstrated ability to manage consumables (cleaning supplies, toilet paper etc) efficiently to prevent facilities running out.</li> <li>● Demonstrates Stream 1 &amp; 2 Capabilities</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>● Prerequisites form Steps 1, 2 and 3, plus:</li> <li>● Completed Safe Handling of Sharps and Infectious Waste training.</li> <li>● Demonstrates responsibility for security of each facility by ensuring the building is safely locked (if required) and cleaning assets are secured at the end of the shift.</li> <li>● Demonstrates Stream 1,2 &amp; 3 Capabilities</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>● Prerequisites form Steps 1, 2,3, and 4 plus:</li> <li>● Competently works with full autonomy within their scope of work.</li> <li>● Maintains facilities to a high standard of cleanliness and in an attractive condition.</li> <li>● Competent operation of commercial cleaning equipment.</li> <li>● Demonstrates Stream 1,2, 3 &amp; 4 Capabilities</li> </ul>

## Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing

professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

## Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_