



Position Description

Position Title	Casual Cleaner		
Position Holder			
Award / Agreement	Local Government Officers' (Western Australia) Interim Award 2011	Level 2	\$25.0286 Hour inclusive of 20% Casual Loading
Section	Administration		
Date Reviewed	March 2019		

Reporting Relationships

Reports to <i>(up line)</i>	Technical Officer
Number of Direct Reports <i>(Immediate down lines)</i>	Nil
Number of Indirect Supports <i>(Further down line)</i>	Nil

Key Objectives

To perform tasks and duties as assigned with the aim of achieving a standard of presentation of Council owned premises including Caravan Park grounds, Ablutions, Laundry, Outside Kitchen, Units and Chalets, Sports Complex/Oval Function Room, Public Toilets, Recreation Centre, Town Hall, Shire Offices, Youth Centre and any other buildings as required.

The appointment is for a casual employee with hours determined by usage of Council facilities.

Key Responsibilities

- The person must accept responsibility for the quality and standard of work performed.
- The person must complete all duties required for each location as set out in the cleaner's checklist.
- The person must be responsible for allocated materials, tools, equipment and plant in his/her use.
- The person must comply with Council's Code of Conduct.

Accountability

- All tasks are to be completed in a professional manner to agreed standards and in accordance with agreed timeframes.
- All areas cleaned are maintained in a safe manner and in accordance with Councils policies and procedures

Selection Criteria

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
Relevant knowledge of the commercial cleaning industry, including cleaning methods, equipment, materials, chemicals and work practices		X

<i>b) Experience and knowledge</i>	<i>Essential</i>	<i>Desirable</i>
Previous relevant cleaning experience		X
Ability to work outside of office hours		X
Relevant knowledge of Occupational Safety and Health regulations.		X

<i>c) Skills and attributes</i>	<i>Essential</i>	<i>Desirable</i>
Ability to maintain confidentiality	X	
Must be physically capable of undertaking the duties of the position	X	
Must be available to work at short notice on occasions		X
Developed time management skills	X	
Ability to work independently and schedule work to meet deadlines	X	
Police Clearance (paid for by the Shire of Morawa)	X	
Medical Examination (paid for by the Shire of Morawa)	X	
Current 'C' Class license		X