



## Cleaner

### Position Description

<b>Incumbent:</b>	VACANT
<b>Position Number:</b>	7010
<b>Directorate:</b>	Community Services
<b>Team:</b>	Ilfracombe Branch
<b>Position Status:</b>	Permanent Part time
<b>Classification:</b>	QLGIA (Stream B) Level 3
<b>Current Level:</b>	
<b>Reports to:</b>	Public Facilities Manager
<b>Accountable for:</b>	n/a
<b>Located:</b>	Ilfracombe
<b>Revised:</b>	November 2022

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



## Position Objective

The primary role of this position will perform various cleaning duties to maintain Ilfracombe's Main Depot, Recreational Centre and Hall, Post Office, Memorial Park and various Museums. This role will also provide assistance to the cleaning of Council Housing when needed. The Cleaner will contribute to the efficient and productive operation of the Local Government organisation.

## Position Responsibilities

- To carry out all cleaning duties of area as specified. Such duties include but not limited to, the sweeping, vacuuming and mopping of all floors with the equipment provided, the cleaning of scuff marks, the clearing of cobwebs from all ceilings and under eaves external to the building, the cleaning of counters and tables, cleaning of toilets and urinals and keeping stocked with toilet paper and hand towels and soap, keeping mirrors and windows clean, shaking out mats, defrosting kitchen fridges on a monthly basis, emptying rubbish bins, dusting and wiping of desks, tables and ledges and cleaning of chairs.
- Monitor and report on cleaning supplies and advise the accountable supervisor in a timely manner to ensure supplies are maintained at adequate levels.
- Ensure that the confidentiality and security of the contents of offices cleaned is maintained at all times.
- Ensure the locking of and security of the facilities as necessary.
- Carry out such duties with minimal disruption to any staff that may be within the area at the time.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

## Position Requirements

### Skills

- Sound level of skills in the use of cleaning equipment
- Sound written and oral skills.
- Record keeping skills.

### Knowledge

- Knowledge of correct chemical handling and decanting procedures.
- An ability to gain co-operation and assistance from other employees.
- Knowledge of relevant legislation and policies, including Workplace Health and Safety Act, Safe Work Practices and Quality Assurance Guidelines.

### Mandatory Experience/Qualifications

- Previous experience in cleaning roles.
- Class 'C' drivers licence.
- Current First Aid certificate.
- Construction White Card.
- Working with Children Blue Card.
- Chemical Certification.

## Desirable Experience/Qualifications

- Nil.

## Delegations and Authorisations

Nil.

## Physical Requirements

### Physical Demand Category

- Sedentary Work  
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.  
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.  
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

### Audio-Visual Demands

- Depth Perception  
  Colour Discrimination  
  Peripheral Vision  
  Hearing

### Specific Actions Required

This job may include:

- | Standing/Walking                              | Sitting                                  | Driving  |
|---|--|--|
| <input type="checkbox"/> None                 | <input checked="" type="checkbox"/> None | <input type="checkbox"/> None                  |
| <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional      | <input checked="" type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours       | <input type="checkbox"/> 1-4 Hours             |
| <input type="checkbox"/> 4-6 Hours            | <input type="checkbox"/> 4-6 Hours       | <input type="checkbox"/> 4-6 Hours             |
| <input type="checkbox"/> 6-8 Hours            | <input type="checkbox"/> 6-8 Hours       | <input type="checkbox"/> 6-8 Hours             |

### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- Simple Grasping  
  Fine Manipulation  
  Pushing & Pulling  
  Finger Dexterity  
 Foot Movement

### This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs



## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

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

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.



## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Lisa Young, Director Community & Cultural Services
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	VACANT
<b>Signature:</b>	
<b>Date:</b>	