



## POSITION DESCRIPTION

## HEAD CLEANER

Location	Shire Buildings and Facilities
Department	Corporate Services
Salary	Local Government Industry Award 20210 (Level 3)
Reports to	Senior Finance Officer
Supervision of	Cleaning Team
Revision	1
Date	25 <sup>th</sup> August 2020

## Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Nathan Gilfellon	EMCS	New Role	25/08/2020	

## 1. ORGANISATIONAL RELATIONSHIPS

- 1.1 Responsible to: -  
Executive Manager of Corporate Services, operationally this position reports to the Senior Finance Officer.
- 1.2 Supervision of: - Cleaning Team
- 1.3 Internal and External Liaison: -  
Chief Executive Officer  
Executive Manager of Corporate Services  
Other Staff  
Councillors  
Facility Hirers  
Cleaning Suppliers  
General Public.

## 2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

## 3. POSITION OBJECTIVES

- To co-ordinate the cleaning team to professional standards;
- To co-ordinate supply of equipment and materials used by the cleaning team;
- To complete cleaning tasks in a safe, timely and efficient manner.

Link to Strategic Community Plan or Corporate Business Plan goals or operational objectives

**To provide Quality Customer Service, in accordance with Council's Customer Service Charter.**

## 4. KEY DUTIES/RESPONSIBILITIES

Under the limited supervision of the Executive Manager of Corporate Services, or Officer delegated to supervise.

- Co-ordinate the Cleaning Team to clean all buildings and facilities with timely efficiency and professionalism;
- Completion of various tasks involving cleaning of Council Buildings and Facilities as per the cleaning schedule;
- Operation of minor plant/equipment in a safe and efficient manner;
- Responsible for maintaining cleanliness of Shire Buildings and Facilities;
- Co-ordinating and liaising with administrative staff on the ordering and supply of Cleaning Materials, Consumables, Equipment and Plant and ensuring distribution of items;
- Provide maintenance reports and follow up on maintenance issues with TSO;
- Required to ensure safety including the correct use of PPE, of the Cleaning Team, work sites, self and public in accordance with Occupational Health and Safety Legislation and Policies;

## HEAD CLEANER

- Complete weekly cleaning schedules for each Building & Facility and report regularly to Senior Finance Officer;
- Attend emergency call outs as requested;
- Ensure regular inspection of Building & Facilities to programme the cleaning schedule;
- Hold team meetings when necessary;
- Inspecting Council Buildings following hire **(as soon as practicable) to ensure hirer's compliance with "Conditions of Hire" and advise Administration Staff whether the Hire Bonds should be refunded or retained/reduced due to uncleanliness or damage;**
- Accurately sign off all Cleaning Team time sheets in accordance with job allocations/codes/hours and hand to Administration in accordance with Payroll Procedures;
- Report urgent matters immediately;
- Position requires flexibility in working hours, being dependent upon hire bookings, functions, etc.

Note: All records and documentation within the Shire buildings are confidential. The disclosure of any information that is contained within such records or documentation will lead to instant dismissal.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Year 12		✓
Drivers Licence – "C" Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Demonstrated skills and experience in cleaning offices and other Public/Council buildings including tiled, carpeted & timber flooring, food preparation areas and windows.	✓	
Skilled and demonstrated experience in amenity sanitation	✓	
Sound knowledge of safe working practices and procedures (i.e. Material Handling and Cleaning Materials)	✓	
Experience in the operation and maintenance of cleaning equipment	✓	
Able to work without supervision and the ability for working flexible hours	✓	
Basic verbal/written communication skills	✓	
Adhering to Council policies relevant to this work area	✓	
Scheduling of work for a small team		✓
Experience in co-ordinating and training of cleaning staff		✓
Experience in the co-ordination of materials and equipment for the cleaning of Buildings and Facilities.		✓

## 6 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – Comply **with the Shire's OSH Policies** and other policies, procedures and legislation relevant to the role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire and legislative requirements report any hazards, incidents or near misses in a timely manner.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 8. COMMENTS

All employees are required to complete the Induction Checklist prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council policies.

## 8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Permanent	Part Time
Hours of Work	Monday to Sunday. Flexible hours, subject to Facility Bookings and Functions	
Award Level	Level 3	
Gross Wage per Hour	\$24.84 per hour	Paid fortnightly into nominated bank account
Council Loyalty Scheme	Applies to this Position	
Superannuation	Council contributes the equivalent of 9.5% of employee Gross wages to the Superannuation Plan nominated by the Employee.	
Probation	Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave (Pro Rata.)	
Job Location	Quairading, Western Australia, 6383.	

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date