POSITION DESCRIPTION

CASUAL CLEANER

The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.

Location	Quairading
Department	Corporate Services
Salary	*Local Government Industry Award 2020*
Reports to	Senior Finance Officer, Executive Manager Corporate Services
Supervision of	nil
Revision	9
Date	17 July 2025

1. Organisational Relationships

1.1 Responsible to:
Executive Manager Corporate Services, Senior Finance Officer, Caravan Park Manager

1.2 Supervision of:
Nil

1.3 Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Quairading Caravan Park Manager
- Employees

External

- Residents, ratepayers and the general public
- Facility hirers
- Caravan Park guests and patrons
- Contractors, product and service suppliers

2. Extent of Authority

This position operates under the direction of the Executive Officer in accordance with:

2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
2.2 *Local Government Act 1995*, *Workplace Health & Safety Act 2020*, National Employment Standards, *Equal Opportunity Act 1984* and other workplace legislation.
2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety.
2.4 Strategic Community Plan.
2.5 Corporate Business Plan.
2.6 Reconciliation Action Plan.
2.7 Disability Access Inclusion Plan.
2.8 Code of Conduct and Customer Charter.
2.9 Delegated authority as prescribed in the Delegations Register.

3. Purpose of Position

3.1 This position aligns with the following strategic initiatives within the Strategic Community Plan, as follows:
SP2.4 Encourage local workforce participation
SP5.1 Shire communication is consistent, engaging and responsive
SP5.4 Implement systems and processes that meet legislative and audit obligations

3.2 The primary intents of this position are:
3.2.1 To provide cleaning services within Shire venues and offices in a safe and efficient manner.
3.2.2 To provide cleaning, restocking and laundering services to the Caravan Park to a high standard.

4. Roles & Responsibilities

Caravan Park

Cleaning of the Caravan Park amenities including but not limited to cabins, single rooms, studio rooms, guest ablutions and camp kitchen, under limited supervision from the Caravan Park Manager.

- Complete weekly cleaning schedules for each facility
- Report regularly to Caravan Park Manager
- Washing and folding of Caravan Park linen
- Restocking of consumables in accommodation and amenities as required

Shire Venues

Cleaning of municipal venues such as Administration Building, Depot Building, Town Hall, Community Building and other Shire-managed venues such as public amenities as scheduled by the Customer Service Officer.

- If rostered to do so, 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;
- Use the Maintenance Form to report any damage to equipment or buildings as soon as possible to allow for prompt maintenance and repairs.
- Liaise with Customer Service Officer on the ordering and maintenance of cleaning materials, consumables, and other required items stock levels;
- Operation of minor plant/equipment in a safe and efficient manner;
- Responsible for use of cleaning consumables, equipment and plant used;
- Responsible for adherence to the weekly cleaning schedule and scheduled clean times provided;

General

- Participate in continuous improvement and proactively work to improve the customer service function.
- Position requires flexibility in working hours, being dependent upon hall hire bookings, functions, cabin bookings etc.
- Attend emergency call outs as directed;
- Required to ensure safety on work sites of self and public in accordance with Occupational Health and Safety Legalisation and Policies;
- Ensure that all Shire policies and procedures are complied with.
- Other duties as directed by the Chief Executive Officer, Executive Managers, Senior Finance Officer or the Caravan Park Manager

5. Selection Criteria

Qualification	Essential	Desirable
Drivers Licence "C" Class		✓

Key Skills, Knowledge & Experience	Essential	Desirable
Sound knowledge of safe working practices and procedures (i.e. Material Handling and Cleaning Materials)	✓	
Is able to work without supervision and the ability for working flexible hours.	✓	
Demonstrated skills and experience in cleaning offices and other public buildings including tiled, carpeted & timber flooring, food preparation areas and windows.		✓
Experience in a customer service environment to members of the public		✓
Experience in the operation and maintenance of cleaning equipment		✓
Experience in adhering to organisational policies and procedures		✓
General knowledge of services provided by a local government		✓

Personal and Communication Skills	Essential	Desirable
Basic verbal/written communication skills	✓	
Interpersonal and customer service skills	✓	
Time management, attention to detail and prioritisation skills	✓	
Ability to work efficiently with initiative and minimal supervision (autonomous)	✓	

6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

6.1.1 *Workplace Health & Safety Act 2020*;
6.1.2 *Organisational workplace health and safety policies and procedures*;
6.1.3 *Local Government Industry Award 2020*;
6.1.4 *Local Government Act 1995*;
6.1.5 *Minimum Conditions of Employment Act 1993*;
6.1.6 *Industrial Relations Act 1979;*
6.1.7 *Equal Opportunity Act 1984*;
6.1.8 Code of Conduct;
6.1.9 Customer Charter; and
6.1.10 All other applicable workplace policy and legislation.

6.2 Work Health & Safety – comply with the Shire's WHS Policy and other Shire WHS policies and procedures and legislation relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the incumbent.

In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe. Assist in the management and drive of the Shire's WHS Management Systems adopting a pro-active approach to all shire activities that the incumbent is responsible for and ensure that all risks are identified, quantified and controlled ensuring Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

7. Position Prerequisites

7.1 No formal employment contract will be signed until the following employment prerequisites are met:

7.1.1 Pre-employment examination;
7.1.2 Current National Police clearance; and
7.1.3 Must comply with current State Government COVID-19 directions regarding vaccinations.

8. Terms of Employment

Award	*Local Government Industry Award 2020*	
Position Status	Casual	
Hours of Work	Flexible hours, subject to facility bookings and functions	
Overtime	Requires prior authorisation	
Award Level	Level 1	
Gross Wage per Hour	$28.53 + 25% casual loading	Paid fortnightly to nominated bank account
Council loyalty scheme	N/A	
Superannuation	12% Employer Superannuation Guarantee Contribution.	
Probation	6 months from commencement date. The CEO reserves the right to extend the probation period by a further 3 months	
Performance Review	Annually – to be undertaken by the SFO or EMCS	
Annual Leave	N/A	
Uniform allowance	Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Occupational Health & Safety requirements. Must wear closed shoes. Some items of uniform may be provided after a 6-month probationary period.	
Job Location	Quairading, Western Australia, 6383.	