

POSITION DESCRIPTION



POSITION TITLE:	Casual Cleaner
DEPARTMENT:	Infrastructure and Delivery
POSITION HOLDER:	Vacant
REPORTS TO:	Team Leader Building & Property
TERM OF EMPLOYMENT:	Casual Cleaner
APPROVED BY:	Senior Manager Assets and Delivery
DATE:	March 2025
CLASSIFICATION:	Band 2

POSITION OBJECTIVE:

- To carry out cleaning duties at Council Buildings in all locations including but not limited to the Council Office, Public Hall and Supper Room, Senior Citizens Building, Kindergarten and Maternal Child Health Centre and provide a clean, hygienic and safe working environment.

KEY RESPONSIBILITIES AND DUTIES:

- To carry out cleaning duties at council buildings in Wycheproof and other locations as required.
- To maintain a clean environment for the occupants and users of facilities at all times.
- Fill paper towels, soap dispensers and toilet paper dispensers as required.
- Empty bins and put out recycle and rubbish bins for collection and return on the nominated days.
- Disinfect toilet bowls and basins and wash and disinfect tiled or lino covered floors.
- Wipe bench tops, sinks, tables, desks and other surfaces and dust window sills and remove cobwebs internally and externally.
- Clean and wash windows as required.
- Washing up dishes / glasses after any Council Meetings and generally keeping the kitchen area clean.
- Sweep, polish, mop and vacuum floors.
- To ensure an appropriate stock of supplies including but not limited to toilet paper, paper towel, soap dispensers and cleaning supplies.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Team leader building and property
Directly Supervises:	Nil
Internal Liaisons:	CEO, Councillors and Staff
External Liaisons:	Members of the community

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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Perform work under general supervision.
- Accountable for the quality and timeliness of cleaning duties.
- Freedom to act is governed by clear objectives within organisational guidelines.

JUDGEMENT AND DECISION MAKING:

- Nature of the work is clearly defined with established procedures well understood or clearly documented.
- Use personal judgement when required.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge of equipment, methods, procedures and practices associated with cleaning duties.
- Knowledge and understanding of manual handling.

MANAGEMENT SKILLS:

- Plan and organise allocated work within a set timeframe/ work plan.
- Flexible approach to work methods.
- Basic knowledge of personnel practices.

INTERPERSONAL SKILLS:

- Ability to communicate effectively where appropriate with members of the public and other employees.

QUALIFICATIONS AND EXPERIENCE:

- Practical experience and knowledge in industrial cleaning.
- Working with Children Check.
- Chemical Handling Certificate.
- Victorian Driver Licence.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

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CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Practical experience and knowledge in industrial cleaning.
- Knowledge and understanding of manual handling.
- Demonstrated ability to communicate effectively.
- Demonstrated ability to prioritise own work and achieve set timetables.
- Working with Children Check
- Chemical Handling certificate or preparedness to complete the certificate.
- Victorian Drivers Licence

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
	Paula Gardiner	Date
	Senior Manager Assets & Delivery	
Agreed by:
	Trevor Rumbold	Date
	Senior Engineer Buildings and Open Spaces	
Agreed by:
	Brenton Dixon	Date
	Team Leader Building & Property	
Agreed by:
	Name	Date
	Position Title	