



CLEANER

Casual Opportunity

The Shire of Boddington is proud to be serving our community as a values driven organisation, with a diverse range of services. It is in servicing this great community that the Shire is seeking YOU, a suitably experienced and motivated individual to join our Works & Services Team as a Cleaner.

Together with the Works & Services Team, you will contribute to the delivery of the Shire's building maintenance program.

Key responsibilities include:

- Ensuring that nominated Shire facilities are maintained to a high standard of cleanliness, hygiene and maintenance, and are presentable for all users of the relevant facility
- Ensuring that cleaning is undertaken in accordance with service standards (including infection control processes) and all cleaning policies and procedures are carried out as per each designated area's requirements
- Adhering to a cleaning works schedule and performing duties on time, with care and professionalism

You will have a positive, honest and collaborative attitude, knowledge of commercial cleaning methods, products and equipment, and be able to work with limited supervision.

This role attracts an hourly rate of \$31.14 (inclusive of loading) plus 10.5% superannuation.

The successful candidate will be required to provide a National Police Clearance (no older than 3 months), evidence of a valid and current C Class Driver's License, and be able to pass a pre-employment medical.

To apply for this role, please refer to the Application Package on the Shire of Boddington website.

For further information regarding this role, please contact Jeff Atkins, Manager Works & Services on 9883 4999.

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

Application related queries can be directed to Lauren Portman, HR Coordinator (lauren.portman@boddington.wa.gov.au).

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

BODDINGTON TOWN PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Blue gum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



SHIRE OF BODDINGTON INFORMATION

SHIRE OFFICE

Office: 39 Bannister Road,
Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

SHIRE COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Council Meetings are held on the 4th Thursday of each month at 5.30pm

SHIRE STATISTICS

Population: 1,705 (2021 Census)

Area: 1,900km²

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 832

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information.

1. **Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

2. **Resume (Curriculum Vitae)**

Your resume should contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can provide comments on your work performance

3. **Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

4. **Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

5. **Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

POSITION DESCRIPTION

Parks & Gardens – General Hand

1. TITLE

Cleaner

2. DEPARTMENT

Works and Services

3. SALARY AND CONDITIONS

Salary and Conditions as per the Municipal Employees Award WA 2021

4. ORGANISATION RELATIONSHIPS

- | | | |
|-----|------------------|--|
| 3.1 | Responsible To | Administrator Officer - Works; Manager, Works & Services |
| 3.2 | Internal Liaison | Colleagues |
| 3.3 | External Liaison | Local Residents; Local Organisations |

5. KEY RESPONSIBILITIES

- Ensure that nominated Shire facilities are maintained to a high standard of cleanliness, hygiene and maintenance and are presentable for all users of the relevant facility
- Ensure that cleaning is undertaken in accordance with service standards (including infection control processes) and all cleaning policies and procedures are carried out as per designated area's requirements.
- Adhere to the cleaning works schedule, performing duties on time, and to a high standard
- Carry out internal cleaning duties including (but not limited to) maintenance of carpets and hard floor surfaces, cleaning of ablutions, furniture, fittings and windows; dusting and cobweb removal, rubbish removal, and other general cleaning tasks as required
- Carry out external cleaning duties including (but not limited to) cleaning of verandahs and covered areas, cleaning of drinking fountains, window cleaning, cobweb removal, rubbish removal, and other general cleaning tasks as required.
- Ensure safe handling and storage of cleaning chemicals in accordance with appropriate Material Safety Data Sheets (MSDS)
- Maintain and order cleaning equipment and consumables
- Report all faults, maintenance (including graffiti), incidents and issues with facilities to Direct Supervisor for rectification

6. GENERAL RESPONSIBILITIES

Work Health and Safety

- Work in accordance with the Shire's Work Health & Safety policies, procedures, and risk management program by making a proactive contribution to WHS

- Assist the Shire by complying with Duty of Care requirements by ensuring the safety of self and others through the prevention of any adverse acts or omissions including the reporting of hazards, accidents and incidents, including near misses, in accordance with Shire procedures
- Ensure that all items, equipment and facilities are used, stored and maintained properly and not wilfully interfered with or misused including items or facilities provided in the interests of safety and health

Behaviour and Conduct

- Adhere to the Shire's policies, procedures and code of conduct
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Promote a harmonious working environment respecting all others

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

7. EXTENT OF AUTHORITY

This position operates under the general direction of the Manager, Works & Services within established guidelines, policies and procedures of Council.

8. SELECTION CRITERIA

Essential

- Demonstrated ability to communicate effectively and able to follow procedures and instructions
- Effective organisational skills, plan and productively use time, and deliver outcomes in accordance with a schedule
- Able to produce work of a high standard, work without supervision and within a team environment
- Ability to recognise and apply Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
- Knowledge and experience working with domestic and/or industrial chemicals and materials including safe storage
- Awareness of the need for security in relation to Council information, offices, personal property and equipment.

Desirable

- Previous experience in relevant commercial or professional cleaning position

Employment Prerequisite

- Must be able to pass a pre-employment medical
- Must be physically fit, able to walk and stand for long periods of time
- National Police Clearance (no less than three months old)
- Current "C" Class Drivers Licence