



## FACILITY CLEANER

### Casual Opportunity

The Shire of Boddington is a vibrant, connected and evolving local government. Our Works and Services team is actively involved in a number of projects across the Shire, contributing to the development and improvement of our road networks, townscape, parks and reserves.

As part of the Works and Services Team, our Facility Cleaners play a vital part in the longevity of the Shire's Facility Enhancement schedule. It is through your practical experience and knowledge of commercial cleaning methods, products and equipment that our amenities remain pristine, durable and accessible for our community.

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, honesty and professionalism, and at times, with limited supervision

An attractive employment package is on offer consisting of:

- Competitive hourly rate of up to \$31.14 (inclusive of loading)
- Generous superannuation (up to 22.5%, with superannuation co-contribution scheme)

This role will be a minimum of 16 rostered hours per fortnight with additional hours to be worked relevant to the needs of the role.

The successful candidate will be required to provide a National Police Clearance (issued within the last three months), evidence of a current "C" Class Driver's License and be able to pass a pre-employment medical.

Applicants are requested to provide their resume and a cover letter that clearly outlines their experience and suitability as well as their ability to meet the requirements of the role.

**To apply for this role**, please refer to the Application Package in the following pages for details. Applications can be submitted via email to [lauren.portman@boddington.wa.gov.au](mailto:lauren.portman@boddington.wa.gov.au).

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

**Applications will close at 4pm on Monday 12 June 2023.**

*The Shire of Boddington reserves the right to commence interviews prior to the closing date for applications. Only shortlisted candidates will be contacted.*

**The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities on the basis of qualifications, values and business needs.**

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## REMUNERATION DETAILS

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**1. REMUNERATION**

Hourly rate of \$31.14 (inclusive of loading)

**2. EMPLOYMENT BASIS**

Casual

**3. HOURS OF WORK**

Minimum 16 hours per fortnight, up to a maximum of 76 hours per fortnight, on a rostered basis

**4. SUPERANNUATION**

- a) Superannuation Guarantee 10.5%
- b) Matching up to an additional 6%

**5. OTHER REQUIREMENTS**

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Provision of satisfactory Working With Children check (as appropriate)
- Satisfactory completion of a pre-employment medical prior to commencement

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## INFORMATION FOR APPLICANTS

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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:

### **Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position. This is an opportunity to detail your ability to meet the requirements of the role.

### **Resume (Curriculum Vitae)**

Your resume should demonstrate your suitability for the position and 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

### **Referees**

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.

### **Other Documents**

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.

### **Contact Details**

Please provide a 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

### 1. TITLE

Cleaner

### 2. DEPARTMENT

Works and Services

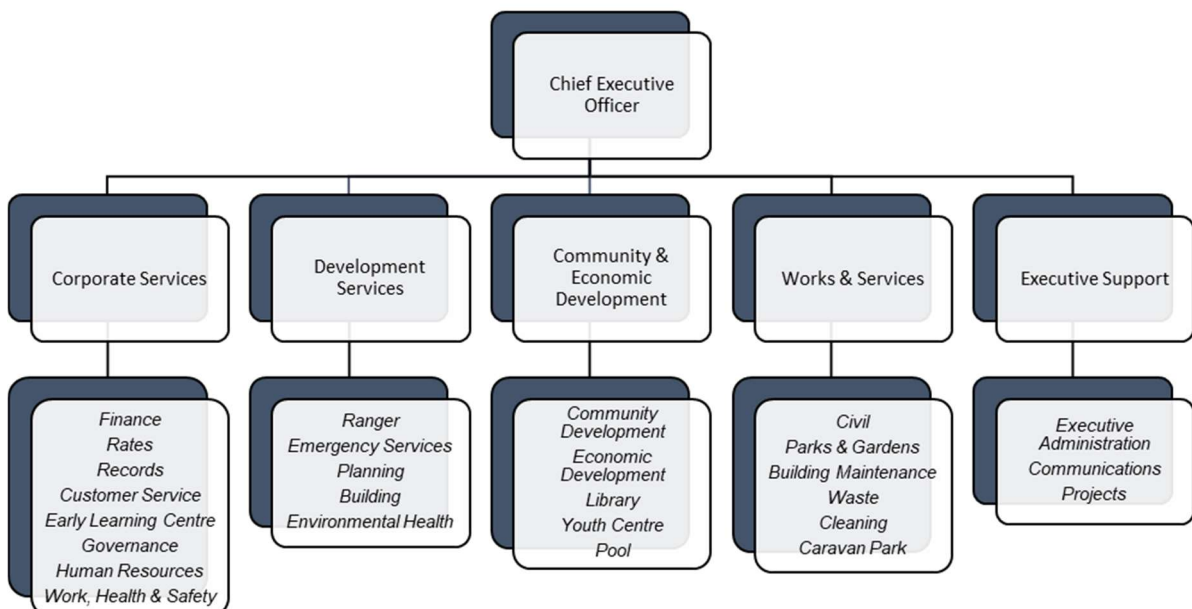
### 3. SALARY AND CONDITIONS

Salary and Conditions as per the Municipal Employees Award WA 2021

### 4. ORGANISATION RELATIONSHIPS

Responsible To                      Administrator Officer (Works); Manager, Works & Services  
Internal Liaison                      Colleagues  
External Liaison                      Local Residents; Local Organisations

### 5. BUSINESS UNIT STRUCTURE



### 6. 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

### **Other Duties**

- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services Team, if and when required

## **7. GENERAL RESPONSIBILITIES**

- 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
- Work in accordance with the Shire's Work Health & Safety policy and make a proactive contribution to WHS

### **Occupational Health and Safety**

- Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and directions agreed between management and employees
- Not willfully interfere with or misuse items or facilities provided in the interests on safety and health
- Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner as properly instructed
- Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures
- Cooperate with the employer in the carrying out of their safety and health obligations under relevant Acts and Legislation

## **8. EXTENT OF AUTHORITY**

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

### 9. 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
- Satisfactory National Police Clearance (issued within the last three months)
- Working With Children Check (as appropriate)
- Current "C" Class Drivers Licence