



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Cleaner – MRCLC and Cummins Theatre

1. **TITLE / POSITION NUMBER:** Cleaner MRCLC and Cummins Theatre (064)
2. **LEVEL:** Level 3 – as per the Local Government Industry Award 2020 [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent – Part time
4. **DEPARTMENT/LOCATION:** Strategy and Community / Merredin Regional Community and Leisure Centre (MRCLC) and Cummins Theatre (CT).
5. **HOURS:** Ordinary hours for this role can be worked between 5.00am to 10.00pm Monday to Sunday in accordance with the [LGIA 2020 \(WAIRC\)](#).
 - Minimum 15 hours per week at the MRCLC.
 - Minimum 9 hours per week at CT.
 - Due to the nature of use of both facilities, additional cleaning may be required after shows or sporting events, which isn't reflected in the hours above.

Standard hours worked are to be arranged by agreement with the relevant facility manager.

6. **POSITION OBJECTIVES:** The primary role of this position is to provide cleaning services at the MRCLC, CT, and other facilities when required; maintaining immediate cleanliness and routine cleaning to ensure the facilities are clean, maintained and well presented during hours of operation through adherence to all cleaning roster duties.

7. EXPERIENCE, KNOWLEDGE and SKILLS

- Well-developed verbal communication skills
- Good public relations skills
- Working knowledge of local area
- Attention to detail
- Ability to work independently and use initiative

8. KEY DUTIES/RESPONSIBILITIES

- Responsible for the day-to-day cleaning of the MRCLC including but not limited to; changerooms, toilets, showers, floors, corridors, poolside, entrance, immediate outside areas.
- Responsible for the cleaning CT including but not limited to; office spaces, auditorium, Tivoli Room, toilets and full cleans after functions/hirer use.
- Carry out emergency and spot cleaning as and when required at each venue.
- Behave in a mature, reliable and professional manner towards staff and customers when working in Shire facilities.
- Works with management to develop and deliver on an agreed cleaning schedule.
- Ensure that damage and/or maintenance issues are identified and reported in accordance with policy and established guidelines.

- Maintain cleaning equipment and ensure cleaning products and supplies are ordered when required.
- Ensure storeroom is clean and tidy, all chemicals and cleaning products are clearly labelled, and the Material Safety Data Sheets (MSDS) are up to date.
- Maintain a working knowledge and understanding of the relevant facilities Emergency Evacuation Plans.
- Take responsibility for own health and safety and the safety of the work environment.
- Recognise, report and, where possible, resolve safety hazards as they arise.
- Any other duties from time to time as requested by the Recreation and Aquatics Manager, Manager Community and Culture, Executive Manager Strategy and Community and/or Chief Executive Officer.

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Recreation and Aquatics Manager when at the MRCLC
Manager Community & Culture when at the Cummins Theatre

Supervision of: Nil

Internal and External Liaison:

Internal: Executive Manager Strategy and Community
Chief Executive Officer
Other Executive Managers
Other Shire Managers and Staff

External: Customers of the MRCLC
Customers of CT
Community Members
General Public
Contractors
Government Departments

10. EXTENT OF AUTHORITY

Operates under the direction of the Recreation and Aquatics Manager when working at the MRCLC, Manager Community and Culture when working at CT and generally under the Executive Manager Strategy and Community. Authority is within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

11. SELECTION CRITERIA

- Previous experience in a commercial cleaning or service delivery role.
- Experience in various cleaning duties using a range of cleaning equipment and products.
- Good level of organisational ability with the capacity to work unsupervised, manage

priorities and meet deadlines under pressure.

- Good communications skills with the ability to work well in a small team.
- Ability to work flexible hours, including weekends and outside of regular office hours.
- Current WA C Class driver's licence.

12. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Executive Manager</i>	Executive Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: