



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Casual Cleaner



1. **TITLE and POSITION NUMBER:** Casual Cleaner, position number 071
2. **LEVEL:** Level 3 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Casual
4. **DEPARTMENT/SECTION/LOCATION:** Development Services/Various facilities and locations
5. **HOURS:** Ordinary hours for this role can be worked between 5.00am to 10.00pm Monday to Sunday in accordance with the Local Government Industry Award 2020 (LGIA 2020).

6. POSITION OBJECTIVES

The role of the Cleaner is to provide a high level of cleanliness and hygiene for Shire of Merredin facilities, community buildings and public conveniences, in a safe and efficient manner that contributes to a positive image for the Shire. It is essential that cleanliness and routine cleaning is ongoing to ensure facilities are clean, maintained, and well-presented during hours of operation through adherence to cleaning roster duties.

7. EXPERIENCE, KNOWLEDGE and SKILLS

- Well-developed verbal communication skills
- Good public relations skills
- Working knowledge of the local area and Shire facilities
- Attention to detail
- Ability to follow direction and use initiative

8. KEY DUTIES/RESPONSIBILITIES

- Responsible for the cleaning of shire facilities, as directed, on a casual basis.
- Carry out emergency and spot cleaning as and when required.
- Ensure that damage and or maintenance issues are identified and reported.
- Utilise Shire cleaning equipment and report issues if they occur
- Ensure correct cleaning supplies are used and notify line manager if supplies are low.
- Undertake on the job training, as required, to develop the necessary knowledge for the position.
- Any other duties as directed by the line manager.
- 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.

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Development Services

Supervision of: NIL

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Manager Strategy and Community
Executive Manager Corporate Services
Executive Manager Development Services
Executive Manager Engineering Services
Other Staff and employees

External: Councillors
Ratepayers/ Residents
General Public

10. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Development Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

11. SELECTION CRITERIA

- 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.
- Ability to work flexible hours, including weekends and outside of regular office hours.
- Previous experience in a commercial cleaning role.
- 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 as a condition of employment, prior to commencing duties.
- 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>Current Incumbent</i>	Incumbent Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: