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**Cleaner**

**Recreation Centre**

***Position Summary***

**Department:** Community Services

**Job Title:** Cleaner Recreation Centre

**Reports to:** Manager Recreation and Youth Services

**Objective:** Clean and maintain amenities and facilities within the Shire of Northam recreational areas in accordance with occupational, health and safety, risk management and quality hygiene service standard requirements. Promote a positive image for the Shire through the professional delivery of service.

**Work Location:** Recreation Centre

**Award/Level:** Local Government Industry Award 2020, Level 3/1

**Date Revised:** March 2022

**Responsibilities and Duties**

* Carry out general cleaning duties within specified areas nominated by the Supervisor i.e., aquatics, admin, court sports, hospitality, halls
* Clean allocated areas to an extremely high standard with consideration to hygiene, safety whilst maintaining a high level of customer awareness.
* Immediately respond to any cleaning requirement that poses any danger or risk to the health and safety of customers and / or employees.
* Exercise duty of care and work in a safe and efficient manner, having regard for your own safety and that of other workers and customers of the Shire of Northam.
* Maintain all cleaning equipment in good working order, reporting any damage to equipment or hazards in the work area to the supervisor as soon as possible.
* Ensure workplace procedures and instructions for controlling risks are followed accurately and ensure that all cleaning equipment and chemicals are stored securely after use.
* Ensure that reports on accidents and incidents are provided to the immediate supervisor.
* Assist others in the work team with implementing risk management policies and procedures.
* Maintain security awareness when undertaking tasks remotely or independently, including locking doors, setting alarms and reporting all suspicious activities to the supervisor.
* Provide support to, and relief of, other cleaning positions in other areas and locations, as required.
* Any other duties consistent with the level of the position as directed.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health & safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
* Correct utilization of appropriate personal protective equipment
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Council’s Policies and Procedures
* Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

**Authority and Accountability**

Excellent work ethics (i.e. pride in work, reliable, well presented, punctual).

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|  **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national drivers licence
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| * Provision of a current National Police Clearance
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| **Skills and Abilities** |  |  |
| * Flexible approach to working locations and work hours.
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| * Effective interpersonal and customer relation skills.
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| * Ability to work effectively both independently and in a team environment.
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| * Ability to prioritise work and attend to urgent clearning requirements immediately.
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| * Demonstrated experience in commercial cleaning and/or cleaning of public amenities.
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| * Proven understanding of occupational safety and health requirements relevant to the position, including the safe handling procedures for sharps and cleaning products.
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| * Experience and skills in basic maintenance skills, such as basic carpentry, painting and repairing.
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| * Experience in the operation of small plant and equipment, such as high pressure cleaners, basic power tools, etc.
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| * Current immunisation for Hepatitis A and Hepatitis B
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| * Training in handling chemicals
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 **GENERAL PHYSICAL REQUIREMENTS**

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| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand | A black check mark on a white background  Description automatically generated |  |  |  |
| Walk |  | A black check mark on a white background  Description automatically generated |  |  |
| Sit |  |  | A black check mark on a white background  Description automatically generated |  |
| Handle |  | A black check mark on a white background  Description automatically generated |  |  |
| Reach |  | A black check mark on a white background  Description automatically generated |  |  |
| Climb/Balance |  | A black check mark on a white background  Description automatically generated |  |  |
| Crouch/Kneel |  | A black check mark on a white background  Description automatically generated |  |  |
| Talk/Hear |  | A black check mark on a white background  Description automatically generated |  |  |
| Taste/Smell |  | A black check mark on a white background  Description automatically generated |  |  |
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 **Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

