



# Kojonup

One community, many choices

## POSITION DESCRIPTION

<b>Position Title:</b>	Casual Cleaner
<b>Employee:</b>	xxxxxxxxxx
<b>Department:</b>	Works & Services
<b>Section:</b>	Parks & Gardens
<b>Responsible to: (Immediate Supervisor)</b>	Horticultural Supervisor
<b>Position(s) Under Direct Supervision</b>	Nil
<b>Position(s) Under Indirect Supervision</b>	Contractors, Staff under Managers from other departments



## VISION

Kojonup is a **smart** region featuring a technologically advanced **agricultural** community, an educational and historical **destination** and a healthy and enviable **lifestyle**.

## OUR CORE VALUES

### **Integrity**

We will act in an honest, professional and accountable manner that maintains the community trust.

### **Care and Respect for People**

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

### **Responsible**

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

### **Open and Reliable**

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

## **POSITION OBJECTIVES**

- To maintain all Shire of Kojonup facilities as assigned in a clean and tidy condition according to Duty list and comply with all aspects of Risk Management.  
Assigned areas may change from time to time according to staffing requirements.

## **KEY RESPONSIBILITIES**

### **Cleaning**

- To clean to required standard of hygiene in all Shire of Kojonup property areas as assigned.
- To follow assigned cleaning roster.
- To report all graffiti and damage to Council property.
- Daily sanitising of parks and playground equipment.

### **Risk Management**

- Comply with the Shire's Risk Management Policy Procedures;
- Actively participate in the Risk Management Program and Organizational Review and Evaluation Program;
- Actively participate in the Shire's Continuous Improvement Program;
- Conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions;
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives;
- Attend staff meetings as required;
- Must not wilfully interfere with or misuse items or facilities in the interests of safety and health of Shire employees;
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions, etc) in a manner in which he/she has been properly instructed;
- Must report all potential hazards and accident/incidents to their supervisor and/or safety representatives;
- Must cooperate with the employer in the carrying out of their obligations (S20 OS&H Act);
- Must comply with the Shire's Work Injury Management Program; and
- Must not use Shire equipment or facilities (including email and internet) for private purposes without the prior approval of the Manager.

### **OTHER DUTIES**

- Deputise for other cleaners as required; and
- Perform any other duties within the officer's skill group, qualifications, Council policy, and/or as directed by Manager of Parks and Gardens.

## **ORGANISATIONAL RELATIONSHIP**

**Reports to:** Horticultural Supervisor

**Supervises:** Nil

**Internal Liaisons:** Senior Management Team, All Staff, Councillors.

**External Liaisons:** Ratepayers, General Public, Visitors, External Staff.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Understanding of cleaning standards for public facilities and use of appropriate cleaning methods and materials;
- Understanding the Work Safety and Health principles, particularly safe work practices relating to handling of cleaning chemicals and operations of cleaning equipment; and
- Time management.

## **INTERPERSONAL SKILLS**

Good communication skills

## **PERFORMANCE/ACCOUNTABILITY**

Quality of:

- Overall work
- Contribution to the organisation
- Communication with staff, Senior Management team, Councillors and external customers.
- Promotion of the image of the Shire of Kojonup.

Compliance with:

- Shire of Kojonup objectives, policies and procedures
- Position objectives
- Timeframes
- Work health and safety requirements
- Risk management policy and procedures
- Personal development activities in accordance with the principles of continuous improvement.

## **QUALIFICATIONS AND TRAINING**

- Appropriate training in cleaning skills or proven experience in a cleaning position.

**SELECTION CRITERIA**

**Essential**

- Proven ability to work independently with limited supervision;
- Good interpersonal skills; and
- Clear knowledge and understanding of cleaning methods and products used.
- Hold a current 'C' class Motor Drivers Licence.

**Desirable**

- Year 10 or equivalent school certificate with passes in English and Mathematics
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**SIGNATURES OF ACCEPTANCE**

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the position.

**Horticultural Supervisor**

**Chief Executive Officer**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

As the applicant, I have noted the statement of duties, responsibilities and other requirements of the position as outlined in this document.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Appointed:** \_\_\_\_\_