

SHIRE OF KENT

Position Description

Role title:	Cleaner
Department:	Corporate
Level:	Level 4
Position Objective:	<ul style="list-style-type: none"> To be responsible for the cleaning numerous public facilities including, but not limited to, Administration Office, Depots, Pavilions, Caravan Parks and Ablutions. Undertake all cleaning duties in a safe and efficient manner.
Stakeholder Engagement:	<p>This position interacts with all staff in the Shire when providing clean and maintained recreation facilities.</p> <p>Externally, this role may have contact with contractors and members of the public and is expected to conduct themselves in a professional and courteous manner.</p>
Direct Supervisor:	Manager Corporate
Direct Reports:	<p>Nyabing Facilities part-time Cleaner</p> <p>Pingrup Facilities cart-time Cleaner</p> <p>Causal cleaning staff</p>
Total Number of Reports:	3

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

Date position registered

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Key Responsibilities

- Perform a high level of cleaning duties in the Shire's public facilities.
- Maintain cleaning stock levels and place orders when necessary for all cleaning requirements of the Shire of Kent.
- Maintain linen stock level and coordinate the laundering of linen for the Pingrup Accommodation Units.
- Daily inspection of Council's public facilities booking registers to ensure facilities are clean and available for bookings.
- Carry out removal of graffiti in conjunction with other duties.
- Maintain an inventory of furniture and equipment.
- Maintain records of cleaning performed in Shire facilities and submit a cleaning checklist to the Supervisor.
- Responsible for ensuring all locks, security bars and grills are secure and in proper order and promptly report any damages, loss or injury.
- Assist in the updating of team work instructions and Shire documents, including occupational safety and health documents, as required.
- Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety and that of other workers.
- Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge and experience.

Selection Criteria

Essential

1. Previous commercial cleaning experience.
2. Knowledge of commercial cleaning practices and operation of commercial cleaning machines.
3. Fundamental verbal and written communication skills.
4. Ability to use own initiative.
5. Current WA driver's licence.
6. Provide First Aid desirable.

Desirable

7. Senior First aid certificate.
8. ChemCert Certificate