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## POSITION DESCRIPTION

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Casual Cleaner

<b>POSITION</b>	Cleaner – Shire Council Buildings
<b>EMPLOYMENT CONDITIONS</b>	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i> <i>Richmond Shire Council Certified Agreement – 2018</i> <i>Queensland Employment Standards</i>
<b>SECTION / DEPARTMENT</b>	Cleaners / Finance and Administration
<b>LOCATION</b>	Richmond
<b>REPORTS TO</b>	Director of Corporate Services

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### POSITION OBJECTIVE

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- The purpose of the Cleaner is to maintain Council's assets and facilities to a best practice level of cleanliness and hygiene. The incumbent will be customer focused and ensure all work is carried out in an efficient and effective manner.

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### KEY DUTIES AND RESPONSIBILITIES

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- Provide cleaning services for all areas of the facility. This includes vacuuming, sweeping, dusting and polishing, glass cleaning, removal of cobwebs, washing of floors, cleaning of kitchen and wash rooms/toilets, as per schedule.
- Ensure adequate cleaning supplies are on hand.
- Maintain equipment in a clean and tidy condition.
- Where necessary advise supervisor of damage to building, facilities and equipment.
- Other duties as directed.

#### Skills

- Experience in commercial cleaning.

#### Knowledge

- Sound knowledge of customer service principles.
- Knowledge of local government operations

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### WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

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- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm
- Actively participate in WHS inductions and training

- Participate in the development of safe work method statements and risk assessments with your supervisor when required.
- Wear personal protective equipment (PPE) in the prescribed manner and when required.
- Participate in workplace inspections if required.
- Take care of any plant or equipment of any kind, including telecommunication devices.
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.
- Report all injuries or illnesses to the responsible Supervisor immediately
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.
- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.
- Recognise the skills and talents of other staff members.
- Treat people fairly.
- Act to prevent bullying, harassment and discrimination against others in your workplace.
- Respect differences among your colleagues and customers such as cultural and social diversity.

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#### **OTHER REQUIREMENTS AND CONDITIONS**

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- Pre – Employment Medical Assessment at Council's expense

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#### **PERFORMANCE STANDARDS**

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- All assigned tasks are completed professionally and within specified timeframes, and to required standards
- A high standard of customer service is provided to internal and external customers, with a courteous manner displayed and effective follow-up to resolve enquiries
- Safe and efficient operation and maintenance of hand tools, equipment and plant
- Work is performed in a safe manner with due consideration for the work site, the tasks being performed, and Council's policies and procedures
- Good housekeeping of work areas, vehicles and plant
- High level of participation, commitment to and concern for both the immediate team and corporate team, including willingness to follow directions, assist others, and be punctual and reliable in attendance
- High level of commitment to continual improvement of Council's policies and processes
- High level of commitment to continual improvement of personal work performance
- Effective, efficient and economical management of public resources

- Effective record-keeping
- Effective use of judgement and initiative
- Council's Policies and Procedures and relevant legislation are adhered to
- Other targets as outlined in the Performance Review are achieved

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#### **DELEGATED AUTHORITY**

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- Not applicable

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#### **INTELLECTUAL PROPERTY**

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Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

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#### **INFORMATION MANAGEMENT**

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The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

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**AUTHORISATION**

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Director: Mr Peter Bennett – Chief Executive Officer

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

Date Originated: 3 August 2016

Date Reviewed: 28 May 2021

Employee: \_\_\_\_\_

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

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