

POSITION DESCRIPTION

Position Title:	Cleaner	Position Code:	6-CASCL
Division:	Organisational Performance	Grade:	A
Location:	Dubbo/Wellington	Hours/Week:	Casual
Reports to:	Facilities Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for providing the cleaning and caretaking functions of the Civic Administration Building and other designated locations.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Cleaning Services	Provide a high quality cleaning service within the Civic Administration Building and other nominated facilities.

Inherent Requirements of the Position

- Class C Drivers Licence
- First Aid Certificate.
- Pre-employment Health Assessment.
- The position requires a certain level of physical fitness necessary to undertake cleaning duties, moving furniture etc.
- This position is required to wear a Dubbo Regional Council approved uniform at all times.
- This position is required to wear a Dubbo Regional Council identification badge at all times.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.

Selection Criteria

Essential

1. Physical fitness to undertake the inherent requirements of the job.
2. Class C Driver's Licence.
3. Ability to show initiative and apply a high level of detail when carrying out work tasks.
4. Demonstrated ability to work unsupervised as well as part of a team environment.

Desirable

5. Experience in delivering cleaning services.
6. Competency in use and care of cleaning equipment.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council’s WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: