

General Information for the Position of Cleaner

Further Information can be obtained from:

Department of Health and Development Services - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

Cleaner

Position Vacant

Cleaner

Warren Shire Council has an opportunity for a cleaner to join their Health and Development Services team.

In this role you will be responsible for the provision of efficient routine and specific cleaning of Council premises to an acceptable standard. The position requires working outside of normal office hours and up to 38 hours per week.

The position requires the successful applicant to be physically fit, trustworthy and cooperative, must protect confidential information and comply with Councils WH&S Policy and system and ensure that all dealings with internal external customers are undertaken fairly and without discrimination.

Essential

- Current Drivers Licence
- Ability to work as an effective team member
- Ability to work without supervision
- Vaccination evidence

Desirable

- First Aid Certificate
- Chemical Handling Certificate
- Sharps Training

Employment Conditions

- Working up to 38 hours per week
- Salary ranges from \$980.20 - \$1137.03 per week, depending on experience. Plus an Adverse Working Conditions Allowance
- 11.5% Superannuation per the superannuation guarantee

Applications

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au

All applications should include a Resume and a completed 'Employment Application Form' (obtained in the information package) along with two (2) recent references/referees.

Warren Shire Council is an Equal Opportunity Employer and has a Smoke Free Working Environment. The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Health and Development Services on (02) 6847 6600.

*Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.
Council is an Equal Employment Opportunity employer.*

SCHEDULE 2

POSITION DESCRIPTION

Cleaner

Position Description

Position Title:	Cleaner
Department:	Health & Development Services
Classification:	Operational Band 1, Level 2
Grading:	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.
Hours of Duty:	38 hour week, Monday to Sunday, start and finish times to suit operations
Annual Leave:	4 weeks per year
Responsible Officer:	Manager Health & Development Services
Immediate Supervisor:	Manager Health & Development Services

Position Objectives:

The position of a Cleaner is responsible for the provision of efficient and effective cleaning of Council's buildings.

Essential:

Current Class C Drivers Licence
Good level verbal and written communication skills
Ability to plan, organise and prioritise tasks
High level of understanding of Work Health Safety
Ability to provide high standard customer service to internal and external customers
Ability to work as an effective team member
Ability to show full confidentiality
Ability to work without supervision
Vaccination evidence

Desirable:

School Certificate
First Aid Certificate
Chemical Handling Certificate
Relevant experience within Local Government
High level of personal initiative

Schedule of Duties:

A full list of Council properties that is required to be cleaned is given below
(Schedule a)

Area of Work	Weekly Hours	Brief Descriptions of Duties Involved	Frequency
Council Chambers 115 Dubbo Street, Warren - Toilets	20	Mop, clean and disinfect toilet bowls, basins, floor and walls, empty bins.	Daily
Council Chambers 115 Dubbo Street, Warren – Corridors, RTA, Public areas		Dust, polish, clean floors, walls, windows (internal & External), empty bins	
Council Chambers 115 Dubbo Street, Warren – Offices, Chamber		Dust, vacuum, clean windows, empty bins	
Council Chambers 115 Dubbo Street, Warren – Other areas		Dust, vacuum, mop, clean windows, clean benchtops, sinks, wash up and store cutlery, mugs etc,	
Oxley Park Public Toilets	2.5	Clean and disinfect toilet bowls, basins, mop, sweep	Daily
Macquarie Park Public Toilets	2.5	Clean and disinfect toilet bowls, basins, mop, sweep	Daily
Library	6	Dust, polish, mop, vacuum, clean windows, clean and disinfect toilet bowls, basins.	6 times/week or as required
SES Building - Toilets	1	Clean and disinfect toilet bowls, basins, mop, sweep,	1 day/week
SES Building – Main Room		Dust, vacuum	
Depot complex Dubbo Street, Warren - Toilets	4.5	Dust, mop, clean windows (internal), clean and disinfect toilet bowls, basins.	2/3 days/week
Depot complex Dubbo Street, Warren – Lunch Room		Dust, mop, clean benchtops, sinks, wash up and store cutlery, mugs etc	
Depot complex Dubbo Street, Warren – Offices		Dust, clean floors, walls, windows (internal), empty bins	
Cemetery Toilets	1.5	Dust, mop, clean benchtops, sinks, clean and disinfect toilet bowls, basins, mop, sweep	1 day per week

Total Weekly Hours

38

A full list of Council properties that is required to be cleaned is given below
(Schedule b)

Area of Work	Brief Descriptions of Duties Involved	Frequency
Racecourse (Restaurant, bar, all toilets, etc)	Dust, polish, mop, vacuum, clean windows, clean and disinfect toilet bowls	As required
Warren Sporting & Cultural Centre	Dust, polish, mop, vacuum, clean windows, clean and disinfect toilet bowls, basins.	As required
Far West Academy of Sport	Dust, polish, mop, vacuum, clean windows, clean and disinfect toilet bowls, basins.	As required

As reasonably requested by the Manager Health & Development, other duties may need to be undertaken.

At any such time as may be directed by the Manager Health & Development or following the completion of cleaning activities, on each relevant cleaning day the premises must be visibly clean up to height of two (2) metres. The premises will be deemed to be clean if:

- (a) All floors, walls, windows, internal glass, public counters, doors, desks (if clear of objects/materials apart from PC & phone), benches (if clear of material) and furniture are free of dust, marks and general residue (excluding chairs);
- (b) All ledges, sills and skirting boards are free of dust and cobwebs;
- (c) All carpeted areas are visibly clean;
- (d) All vinyl floors are visibly clean and are slip resistant;
- (e) All fittings are free from visible dirt and residue cleaner, including sinks, water drinking units, and kitchen equipment (ie. External surfaces only of microwave ovens, refrigerators, Water heaters etc.);
- (f) All door mats are free of dirt;
- (g) All toilet fittings, including hand basins, chrome fittings, urinals, toilet seats, pans and all mirrors are clean and sanitised;
- (h) All toilet/shower wall tiles and dividing walls are clean, toilet floors are clean and disinfected;
- (i) All empty toilet paper and hand towel dispensers have been refilled and hand soap has been replenished;
- (j) All rubbish bins have been emptied, rubbish has been removed and bin liners replaced as necessary;

Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

Work Health and Safety Responsibilities

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of indoor activities and also prolonged sitting, close eye work; dealing with the public; meeting deadlines.

Key Accountabilities

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Adherence to adopted policies of Council
- Carry out duties as instructed
- Report any problems with plant and equipment, mechanical or otherwise,
- Advise your supervisor if unable to attend or complete work.
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Promote a positive image of Council

Output Measures

- Standard of workmanship
- Number of work safety incidents
- Record of staff matters
- Attendance record
- Presentation

Position Skill Descriptors - Operational Band 1, Level 2 (B1 L2):

Authority and accountability: Responsible for completion of basic tasks with individual guidance or in a team.

Judgement and problem solving: Applies standard procedures with normally few if any options in the application of skills.

Specialist knowledge and skills: Job specific skills and knowledge would normally be gained through on-the-job training and experience. Short courses may be completed at TAFE.

Management skills: Not required.

Interpersonal skills: Frequent communication with other staff and/or the public common but normally at a routine level.

Qualifications and experience: Incumbents may have attended short courses in specific work areas or be undertaking a technical college certificate as completion of structured training program in work-related area.

Warren Shire Council

Competencies and Skills

Job Title: Cleaner - Casual
Band: 1
Level: 2

<u>Grade 1</u>	
Class C Driver's Licence	<input type="checkbox"/>
Basic record keeping	<input type="checkbox"/>
Proof that Introduction to New Staff has been read	<input type="checkbox"/>
Solid knowledge of council's buildings security system	<input type="checkbox"/>
Demonstrated ability to show full confidentiality	<input type="checkbox"/>
Understanding of WH & S & EEO Legislation	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>
<u>Grade 2</u>	
Demonstrate ability to co-operate and work in a team	<input type="checkbox"/>
Ability to operate and maintain cleaning equipment	<input type="checkbox"/>
Ability to handle cleaning materials	<input type="checkbox"/>
Knowledge of stores issue and ordering procedures	<input type="checkbox"/>
Ability to plan, organise and prioritise tasks	<input type="checkbox"/>
First Aid Certificate (not more than 5 years old)	<input type="checkbox"/>
Good level of verbal and written communication skills	<input type="checkbox"/>
WorkCover General Induction Card (white card)	<input type="checkbox"/>
Chemical certificate	<input type="checkbox"/>
Sound knowledge of cleaning agents, their use and storage requirements and use and updating of Material Safety Data Sheets (MSDS')	<input type="checkbox"/>
<u>Grade 3</u>	
Thorough knowledge of cleaning agents	<input type="checkbox"/>
Ability to identify and report building maintenance problems	<input type="checkbox"/>
Ability to work unsupervised	<input type="checkbox"/>
Attention to detail in cleaning activities	<input type="checkbox"/>
Thorough working knowledge of safe working practices	<input type="checkbox"/>

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

Cleaner

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <p>a. Yes</p> <p>b. No</p>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

<p>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p>
<p>12. If you answered Yes to the above question, please detail your experience including examples*</p>
<p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p>
<p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p>
<p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p>
<p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p>

17. Do you have a disability?

- a. Yes
- b. No

18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.

19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?

- a. Yes
- b. No