

# **General Information for the Position of Casual Cleaner**

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**Further Information can be obtained from:**

Health & Development Services -  
(02) 6847 6600

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

Phone: (02) 6847 6600

***SCHEDULE 1***

***ADVERTISEMENT FOR THE POSITION***

***Casual Cleaner***

# Position Vacant

## Casual Cleaner

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

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.

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 undertake fairly and without discrimination.

### Essential

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

### Desirable

- First Aid Certificate
- Chemical Handling Certificate
- Sharps Training

### Employment Conditions

- Casual role
- Pay Rate - \$29.81/hour (includes 25% casual loading)
- Superannuation per the superannuation guarantee

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

### 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](http://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.

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](mailto:hr@warren.nsw.gov.au)

For enquiries, contact Maryanne Stephens, Manager Health & Development on (02) 6847 6600.

***SCHEDULE 2***

***POSITION DESCRIPTION***

***Casual Cleaner***

# Position Description

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

## **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)**

<b>Area of Work</b>	<b>Brief Descriptions of Duties Involved</b>	<b>Frequency</b>
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

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

<b>Area of Work</b>	<b>Brief Descriptions of Duties Involved</b>	<b>Frequency</b>
Council Chambers 115 Dubbo Street, Warren – Toilets	Mop, clean and disinfect toilet bowls, basins, floor and walls, empty bins.	As required
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	clean and disinfect toilet bowls, basins, mop, sweep	As required
Macquarie Park Public Toilets	clean and disinfect toilet bowls, basins, mop, sweep	As required
Visitors Information Centre, Burton Street – Toilets/Tea-point	clean and disinfect toilet bowls, basins, mop, sweep	As required

<b>Area of Work</b>	<b>Brief Descriptions of Duties Involved</b>	<b>Frequency</b>
Visitors Information Centre, Burton Street – shop area	Dust, mop, clean windows	As required
Library	Dust, polish, mop, vacuum, clean windows, clean and disinfect toilet bowls, basins.	As required
SES Building – Toilets	clean and disinfect toilet bowls, basins, mop, sweep,	As required
SES Building – Main Room	Dust, vacuum	
Depot complex Dubbo Street, Warren – Toilets	Dust, mop, clean windows (internal), clean and disinfect toilet bowls, basins.	As required
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	
Airport, Oxley Highway	Dust, mop, clean benchtops, sinks, clean and disinfect toilet bowls, basins, mop, sweep	As required

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

#### **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

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<b><u>Grade 1</u></b>	
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"/>
<b><u>Grade 2</u></b>	
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"/>
<b><u>Grade 3</u></b>	
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***

***Casual 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

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

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. Provisional P1

c. Provisional P2

d. Class C

e. Class LR

f. Class MR

g. Class HR

h. Class HC

i. Class MC

j. Other (please explain)

State of Issue:

Date of Issue:

Expiry Date:

<p><b>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</b></p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p><b>11. Have you had experience working in a team environment? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>12. If you answered Yes to the above question, please detail your experience including examples*</b></p>
<p><b>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</b></p>
<p><b>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.</b></p> <p><b>Are you Male or Female?</b></p> <p>a. Male</p> <p>b. Female</p>
<p><b>15. Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>16. Is English the primary language spoken at home?</b></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.