

Job Title & Position Number: Cleaner (Ref: 1033)

Level: 2

Line Manager: Manager Mullewa District Office

Direct Reports: Nil

Location: Mullewa District Office

Date Reviewed: October 2024

1. Job Purpose

This position is responsible to undertake cleaning of public facilities belonging to, or controlled by the City of Greater Geraldton.

2. Organisational Context

The position of Cleaner is part of the Community & Cultural Development branch within the Community & Culture department. In total, four (4) branches report to the Community & Culture Director – Community & Cultural Development, Mullewa District Office, Libraries, Heritage & Gallery, and Sport & Leisure.

3. Key Accountabilities

- Clean all public facilities according to the standards determined by the Manager Mullewa District Office.
- Report the need for cleaning aids before stocks are depleted, to the Mullewa Customer Service Officer.
- Report all damage to the Manager Mullewa District Office as soon as possible.
- Lock and unlock facilities as required.
- Prepare facilities according to requirements of specified functions as determined by the Manager Mullewa District Office.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p>

- *We will be united in our decisions.*
- *We will be united in our actions.*
- *Our strengths will come from interdependence.*

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- C Class Driver's Licence
- Demonstrated cleaning experience in a commercial/public-working environment

Knowledge and Skills

- Working knowledge of cleaning procedures and products
- Working knowledge of Occupational Safety and Health standards
- Developed interpersonal skills with the ability to work within a team environment
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles