



## Our Values

**Respect Honesty Commitment Courage**

<b>Position Title:</b>	<b>Cleaner</b>
<b>Directorate:</b>	Corporate and Community Services
<b>Reports to:</b>	Manager - Holiday Parks and Camping Ground
<b>Date effective:</b>	July 2022
<b>Agreement Level:</b>	EBA Level 1
<b>Position no:</b>	CAR05

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

### 1.1 Primary functions

Primary functions of the position are to ensure the Shire's holiday parks & campground are maintained to a high level of safety and cleanliness at all times.

### 1.2 Community strategic goals



**Goal 1:**  
Valuing the natural environment

**Goal 2:**  
Welcoming and inclusive communities

**Goal 3:**  
Managing growth sustainably

**Goal 4:**  
Vibrant and diverse economy

**Goal 5:**  
Effective leadership and governance

### 1.3 Key functions and duties

Key functions	Specific duties	% Time
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Cleaning of chalets, ablution blocks, camp kitchens, laundries, BBQ's</li> <li>• General support duties where needed including emptying of rubbish bins, sweeping, mopping, vacuuming within holiday parks and campground.</li> <li>• Keep the Manager well informed of maintenance problems and potential hazards to facility users.</li> <li>• General patrols of grounds when cleaning.</li> </ul>	<b>100%</b>

#### General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

## 1. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

## 2. Relationships

- 3.1 **Responsible to**  
Manager – Holiday Parks and Camping Ground
- 3.2 **Responsible for**
- 3.3 **Internal Stakeholders**  
Councillors  
Council Staff
- 3.4 **External Stakeholders**  
Community members and general public

## 3. Position Selection Criteria

<b>4.1 Position essentials</b>
Developed time management skills
Developed cleaning experience
Developed communication and interpersonal skills
Ability to perform minor maintenance duties
Physically fit to undertake required work
<b>4.2 Position desirables</b>
'C' Class drivers licence
Previous experience cleaning public and/or commercial buildings
Demonstrated knowledge in the use of cleaning products for the cleaning of public and/or commercial buildings

## 5. Parties

<b>Present Occupant Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Reporting Officer Name:</b>	<b>Signature:</b>	<b>Date:</b>