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# **Position Description**

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| **Position Title** | Venue Officer (Clean & Maintain) |
| **Directorate** | Corporate and Community Services |
| **Level** | 1/2 |
| **Reports to** | Coordinator Recreation Services |
| **Teams Responsible for** | Nil |
| **Primary Location** | Margaret River Recreation Centre |
| **Position No. & version** | REC |

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| **Position Overview** |

Primary functions of the position are to provide clean and safe facilities for all patrons, user groups and the public in accordance with operational policy and procedures to the Shire Sport and Recreation Facilities. To carry out all necessary cleaning tasks business unit, including but not limited to, Aquatic Centre, Crèche, and Sporting facilities.

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| **Position Responsibilities** |

**General**

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| * Carry out general cleaning duties within areas nominated by the Supervisor. Clean allocated areas to an extremely high standard with consideration to hygiene, safety and always maintain a high level of customer awareness. * Immediately respond to any cleaning requirement that poses any danger or risk to the health and safety of customers and / or employees. * Exercise duty of care and work in a safe and efficient manner, having regard for your own safety and that of other workers and customers of the MRRC. * Plan and deliver schedules for more specific needs such as a deep clean timetable fully utilising quieter periods and provision for special events such school holidays etc. * Maintain all cleaning equipment in good working order, reporting any damage to equipment or hazards in the work area to the supervisor as soon as possible. * Ensure workplace procedures and instructions for controlling risks are followed accurately and ensure that all cleaning equipment and * chemicals are stored securely after use. * Maintain supplies of cleaning materials and equipment, keeping check of what will be required and placing orders to maintain stock levels. * Ensure that reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. * Continually review and improve work methods where related to this position’s work activities regarding best practice in environmental, quality and WHS * Ensure that areas being cleaned are maintained in a secure state. Maintain security awareness, including setting alarms and reporting all suspicious activities to the supervisor. * General cleaning of the overall MRRC including foyer, Wet and Dry areas, kitchen, toilets changerooms, administration spaces, glass surfaces etc. * Identify maintenance problems and potential hazards to venue users. * Carry out minor maintenance on equipment, fixtures, and fittings, depending on skill level and experience * Provide quarterly reporting on cleaning service levels and maintenance requirements. | **100%** |

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| **Position Requirements** |

**Essential**

* Good interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders
* Ability to carry out tasks requiring the application of basic numeracy, literacy, and verbal communication skills.
* Demonstrated experience relevant to the work area (i.e., facility cleaning and maintenance in a commercial context, ordering supplies).
* Ability to work effectively unsupervised when required and manage own time to meet defined work outcomes.
* Ability to work in a physically demanding occupation, often in noisy conditions with public around the vicinity
* A developing knowledge, or ability to acquire knowledge of Council’s standard safe work practices, procedures, and policies relevant to the work area (e.g., work health and safety including Duty Statements).
* Basic Experience and/or skills in basic maintenance skills, such as basic, painting and repairing.
* Experience in the operation of small plant and equipment, such as high-pressure cleaners, basic power tools, etc.

**Desirable**

* ‘C’ Class drivers licence
* Previous experience cleaning commercial buildings
* Demonstrated knowledge in the use of cleaning products for the cleaning of Public or Commercial buildings’
* Hazardous substance storage and handling awareness
* Current immunisation for Hepatitis A and Hepatitis B.

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| **Key Relationships** | |
| **Internal** | **External** |
| Recreation Staff  Other Shire staff | Community Members  Sporting Clubs  General Public |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

A logo of handshake in a blue circle

Description automatically generated A white line art of a badge with a star

Description automatically generated A logo of people in a circle

Description automatically generated A blue circle with two people in the middle

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |