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# **Position Description**

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| **Position Title** | Cleaner - HEART |
| **Directorate** | Corporate and Community Services |
| **Level** |  1 |
| **Reports to** | General Manager HEART |
| **Teams Responsible for** | Nil |
| **Direct Reports**  | Nil |
| **Primary Location** | Margaret River HEART |
| **Position No. & version** | HEART 07 |

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| **Position Overview** |

Primary functions of the position are to ensure the Margaret River HEART is maintained to a high level of safety and cleanliness at all times.

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| **Position Responsibilities** |

**General**

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| * General cleaning of the overall HEART including foyer, function areas, kitchen, bar, toilets, administration spaces, glass surfaces etc.
* General cleaning duties including emptying of rubbish bins, sweeping, mopping, vacuuming, scrubbing, etc of facilities within the HEART.
* Sweeping and monitoring of immediate surrounds of venue including paving around main doors, staff entrances etc.
* Operate cleaning equipment and machinery i.e. polishing, cleaning, etc.
* Handle and storing of cleaning hazard substances.
* Periodical focused cleaning of certain areas based on annual schedule
* Complete administration checklists and record keeping.
* Complete works in accordance with safe work practices.
* Identify maintenance problems and potential hazards to venue users.
 | **100%** |

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| **Position Requirements** |

**Essential**

* Developed time management skills
* Demonstrated cleaning experience
* Developed communication and interpersonal skills
* Knowledge of occupational safety and health requirements relating to cleaning
* Physically fit to undertake the required work

**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
* Experience in operating commercial cleaning equipment and machinery
* Working at heights awareness

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| **Key Relationships** |
| **Internal**  | **External** |
| HEART staff | Community MembersEvent organisers General Public |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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