

Position Description

Cleaner



Job Title:	Cleaner
Award:	Queensland Local Government Industry (Steam B) Award – State 2017
Division	Division 2, Section 5, Operational Services
Classification:	Level 1
Location:	Kowanyama
Employment Type:	Casual
Department:	Office of the CEO
Reports To:	Administration Manager
Approved:	Kevin Bell, Chief Executive Officer
Version Date:	March 2025

Position Objective

Contribute productively to the Kowanyama Aboriginal Shire Council and the Kowanyama community by assisting in maintaining a high standard of cleanliness across Council accommodation facilities, offices, community buildings, grounds, and other Council-managed sites, while contributing to a welcoming, safe, and positive environment for staff, guests, visitors, and community members.

This role is casual and is based in Kowanyama.

Key Responsibilities

Undertake a range of routine tasks including but not limited to:

1. Under direction, clean and maintain the facilities any and/or all of Kowanyama Aboriginal Shire Council properties and stakeholder properties as directed.
2. Cleaning activities may include all or some of the following activities:
 - Abiding by a roster and directions from your supervisor/manager
 - Always Wearing and using appropriate PPE
 - Cleaning and maintaining of facilities and housing properties making area neat and tidy before you leave.
 - pest and disease identification and control; litter and rubbish removal from all bins inside facilities and housing properties.

- Site management and general housekeeping activities.
 - Report on items outside of your direct responsibility which need maintenance including Council structures such as cracks/damage to any structure, floors and seating.
 - Maintenance of vehicles and equipment to a clean, safe and tidy standard.
 - The timely reporting of any faults or accidents immediately to your supervisor
 - The conveyance of people, machinery and/or materials as required by your supervisor.
 - The administration of care at all times whilst operating Council's vehicles or equipment.
3. Other duties
- Other duties may be allocated by the supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan
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Selection Criteria

1. Reside locally.
 2. Be competent in, or willing to learn, the use of gardening and/or cleaning equipment to maintain a high level of work quality.
 3. Basic literacy and numeracy skills, with the ability to use these skills with weight, volume and distance measurements
 4. The ability to actively listen and follow instructions
 5. Demonstrated reliability in work attendance and punctuality.
 6. Strong customer focus and the ability to work with minimal supervision as part of a small team.
 7. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
 8. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
 9. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
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Key Performance Indicators

Facilities	• Clean and maintain (Inside areas) of properties to a high standard • Removing and maintain inside areas of facilities or houses to a high standard • Ensure cleaning work checklists are completed • Follow all reasonable work directions
Equipment	• Maintain all equipment in good working order • Report any required repairs and/or damage to the supervisor immediately
Attendance	• Arrive at work on time. • All absences to be notified to your supervisor prior to commencement of workday.
Customer service	• Maintain a high level of customer services towards all clients. • No substantiated complaints. • No breaches of confidentiality.

Workplace Health and Safety:	• Comply with all work health and safety legislation, codes of practice and procedures. • Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
Adherence to Councils policies and procedures	• Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct • No breaches of Council's policies and procedures

Corporate Responsibilities

Policy and Procedural Responsibilities

- Familiarise yourself with and adhere to all council policies and procedures.

Officer Code of Conduct

- Follow the behaviours, responsibilities, and actions outlined in Council's Officer Code of Conduct. Non-compliance may result in disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees always maintain a current manual "C" class driver's licence, where driving forms part of regular work activities.

Organisational Relationships

Reports To:	Administration Manager/Supervisor
Internal Liaison:	Chief Executive Officer and all Kowanyama Aboriginal Shire Council employees and Councillors
External Liaison:	Federal and state government agencies, statutory authorities, contractors, members of the community, visitors to the Kowanyama Community

Mandatory Requirements

- Police Clearance
- Current C Class Driver Licence (desirable)

Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.