

## POSITION DESCRIPTION

### P2191- Cleaner RWMF



Position title	ASTC Cleaner
Designation	Level 2 (Municipal Employee) ASTC EA
Position number	P2191
Responsible to	RWMF Supervisor
Position status	Permanent, full- time
Position description approved	 Date: <b>15/10/2024</b>

#### Primary Objective

Provide cleaning services for the RWMF so that all furnishings and fittings are presented to both staff and the public in a clean, tidy and neat state.

#### Key Responsibilities

- General cleaning duties in all areas in and around the RWMF covered areas, including the removal of litter, cleaning the hard floor surface, wiping down surfaces, dusting shelves, clearing bins, & spot cleaning accidents & emergencies.
- Maintain storages areas, so that they are presented in a clean and tidy manner.
- Report any maintenance work that may be required to the Supervisor.
- Clean Council vehicles as directed.
- Contribute to OHS&W compliance by maintaining competency and utilising safe working practices and reporting unsafe work practices.
- Undertake a range of appropriate support duties when required by the Supervisor.
- Demonstrate behaviours consistent with the ASTC Corporate Behaviours and Code of Conduct which include:
  - a flexible, innovative and customer focussed approach to work;
  - being a team player;
  - working in accordance with Council's OHS&W Policies and Procedures; and
  - a results and outcomes focus and planned approach to activities.

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#### Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to the Manager as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

#### Organisational Values and Behaviours

- Uphold organisational values and behave according to ASTC's Code of Conduct, including treating other employees and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.

#### Other Duties

- Perform other duties within capabilities and / or consistent with the level of this position as required.

#### Delegations

Nil

#### Supervisory Responsibilities

Nil

#### Qualifications

Nil

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### Selection Criteria

#### *Essential*

1. Be physically fit with the ability to work in a manual environment.
2. Ability to undertake general cleaning duties.
3. Knowledge of the safe use of appropriate chemicals with the ability to measure simple quantities.
4. Sound written and verbal communication skills, interpret work plans, instructions and procedures.
5. Good record keeping ability.
6. Ability to foster a good working relationship with ASTC facility users, Council staff and the general public.
7. Knowledge of OH&S safe working practices.
8. Ability to work under routine supervision either individually or in a team environment.
9. Availability to work rostered weekends.
10. Ability to comply with Alice Springs Town Council Code of Conduct.

#### Desirable

1. Cleaning experience.
2. Understanding of or/and familiarity with Aboriginal culture.
3. Ability to exercise judgment in minor matters

### ACKNOWLEDGEMENT

*I have received a copy of this Position Description and have read and understand its contents.*

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_