


POSITION DESCRIPTION



Position title	Cleaner ASTC
Department	Technical Services
Position level	Level 2 (Municipal Employee) ASTC EA
Position number	P3475, P3476, P3478
Responsible to	Cleaning Team Leader
Position status	Permanent Full-time
Position description approved	 Date: 12/12/2024

Primary Objective

Located at the Alice Springs Town Council, Civic Centre the role provides cleaning services for the Alice Springs Public Library, Civic Centre Complex and Civic Centre Public Toilets to ensure that all furnishings, fittings and vehicles are presented in a clean, tidy and neat state to both staff and the public.

Key Responsibilities

- General cleaning duties in all areas in and around the buildings, walkways, verandas and covered areas, including the removal of litter, vacuuming carpets, cleaning hard floor surfaces, wiping down surfaces, doors, and windows, dusting shelves, clearing bins, & spot cleaning.
- Handle money from the public for the use of the public toilet facilities.
- Maintain storages areas, to ensure they are presented in a clean and tidy manner.
- Clean Council vehicles as required.
- Monitor the booking of the Andy McNeill Room and prepare room for functions to include cleaning of room, ensuring lights are on/off at the appropriate times, furniture and fittings are intact before/after functions and the crockery and cutlery are accounted for.
- Assist with preparing and cleaning specified area within Civic Centre Complex before/after Council events.
- To fill-in for another ASTC Cleaners when necessary.
- Your ordinary hours may be worked between the hours of 0700 to 1800 on Monday to Friday.

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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 Manager/Supervisor 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.
- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.
- Perform other duties within trained capability and consistent with the Classification of this position as required.

Qualifications

- Current National Criminal History check (less than 6 months old).
- Current C Class driver licence to be able to drive in the NT.
- Chemical SMART TRAIN certificate.

Selection Criteria

Essential

1. Demonstrated ability to undertake a range of general cleaning duties.
2. Knowledge of the safe use of appropriate chemicals with the ability to measure quantities.
3. Ability to work unsupervised, follow instructions, maintain work records of intermediate complexity. Report any issues to Supervisor in a timely manner.
4. Ability to safely do physical work, also work outdoors in all weather. Demonstrate a clear understanding of the WHS requirements of the position.
5. Ability to work weekends and out of Ordinary Hours.
6. Current National Criminal History check (less than 6 months old).
7. Current C Class driver licence to be able to drive in the NT.

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8. Chemical SMART TRAIN certificate.

Desirable

1. Training/Certification in safe use of Chemicals.
2. Certification in Outdoor Power Equipment Technology.
3. Provide First Aid & CPR.

ACKNOWLEDGEMENT

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

Employee Name _____

Signature _____ Date _____