



**Nhill Memorial Community Centre  
Casual Cleaner**

Thank you for your interest in applying for the position of Nhill Memorial Community Centre Cleaner, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with Hindmarsh Shire Council
- Position Description
- Key selection criteria
- Details on applying for a position with Hindmarsh Shire Council

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Christa Farinha, Human Resources & Payroll Coordinator, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

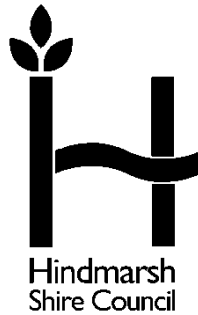
As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



## **Benefits of working with the Hindmarsh Shire Council**

Working at the Hindmarsh Shire, you will be rewarded with an attractive salary, employee assistance program, union deductions and / or rates from fortnightly pays and superannuation salary sacrifice.

As the Council provides a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities can vary from Administration, Engineering, Home Care and Management.

### Enterprise Bargaining Agreement:

Our enterprise bargaining agreement means staff are able to work their way through banding by undertaking annual performance reviews, while also receiving an annual pay increase after July each year.

### Employee Assistance Program:

Our employee assistance program (EAP) means staff have access to counsellors. Hindmarsh Shire Council value staff and their contributions, if staff are having difficulties at work or home we offer access to an independent Counsellor.

### Union Membership:

Union membership deductions are able to be made through fortnightly pays.

### Rates:

Employees living and owning a property in the Hindmarsh Shire have the option of rates deductions through their fortnightly pays.

### Salary Sacrifice:

Employee options for salary sacrifice into Superannuation.

## **Employment Details for the Position of:**

### **Nhill Memorial Community Centre Cleaner**

<u>Status:</u>	Casual
<u>Location:</u>	The position will be based at the Nhill Memorial Community Centre
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 1, Special Engagement per the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement
<u>Salary:</u>	\$38.95 per hour (includes 25% casual leave loading plus 25% for special engagement), plus Superannuation compliant with Government requirements
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super
<u>Hours:</u>	up to 12 hours per fortnight
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work



**HINDMARSH SHIRE COUNCIL**

**POSITION DESCRIPTION**

1. **POSITION IDENTIFICATION:**

**Position:** Cleaner  
**Department:** Nhill Memorial Community Centre  
**Starting Point/Location:** Nhill  
**Classification:** Band 1 Special Engagement per the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement  
**Employment Type:** Casual

2. **CURRENCY:**

**Date Approved:** 24 October 2017

**Name of Occupant:** Vacant

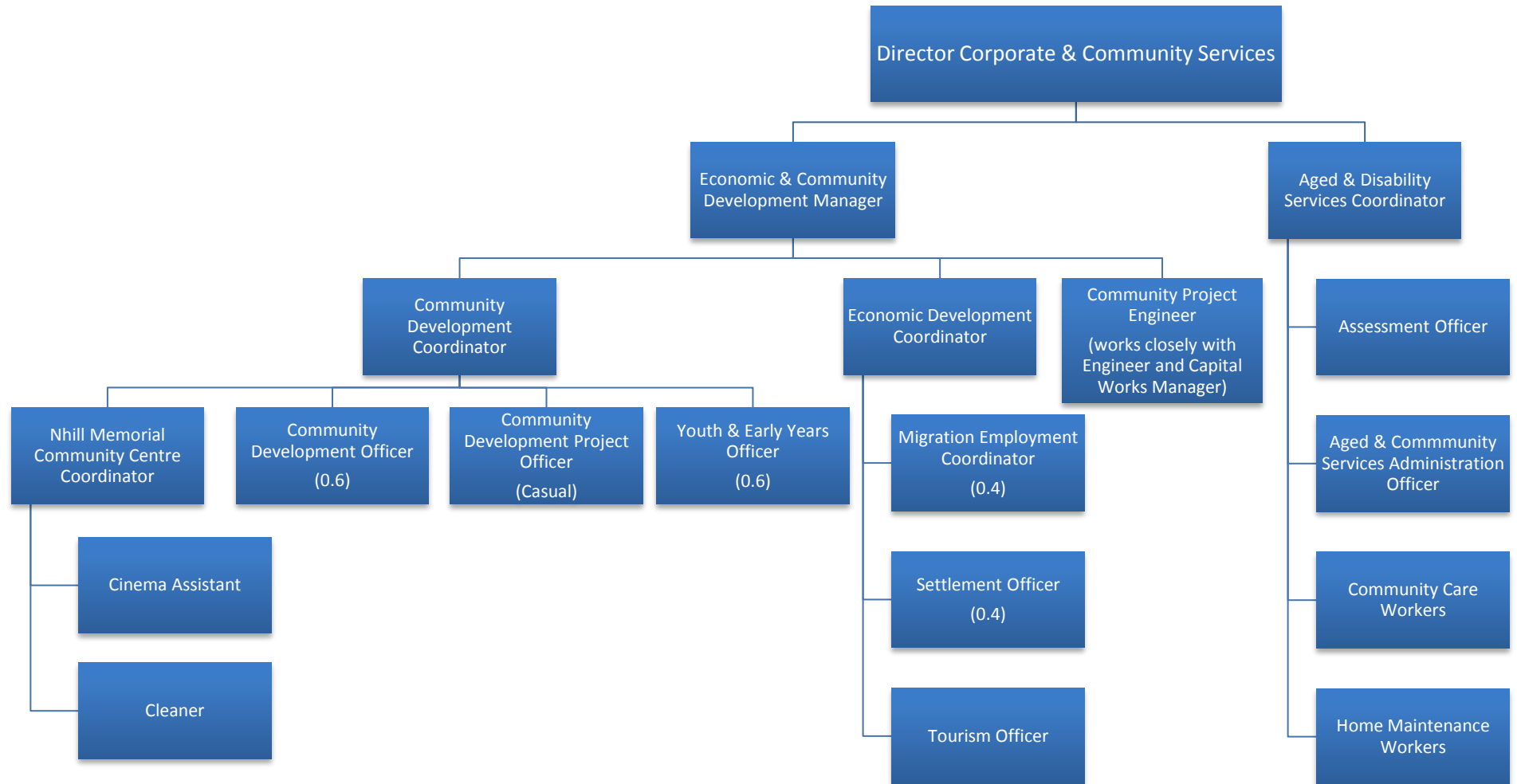
**Signature:** ----- **Date**-----

**Prepared By:** Michelle Farinha **Date** 10 October 2017

**Approved By:** Anne Champness **Date** 24 October 2017

**H.R Approved:** Christa Farinha **Date** 24 October 2017

## Department Structure:



### 3. POSITION OBJECTIVES:

To ensure that the relevant buildings are kept in a clean and presentable condition to suit the operational needs of the Council and presentation of the buildings are kept in a high standard for staff, visitors, and other users of the facilities.

### 4. KEY RESPONSIBILITY AREAS:

4.1 Clean the Nhill Memorial Community Centre.

4.2 Clean other buildings on occasion as requested by the Contracts Manager.

### Cleaning Responsibilities

#### **Cleaning conducted:**

Cleaning is to be conducted at agreed times. Times are flexible but should be performed after movie screenings and events. Cleaning may be completed during traditional business hours unless an event is scheduled in which case cleaning will need to be completed between 6am-8.30am or after 5.30pm. Cleaning on a weekend is to be by agreement with the Manager. **No cleaning is to be conducted on a Public Holiday.**

Cleaning duties include for NMCC:

- Empty office, kitchen and Cinema seating area rubbish bins;
- Clean and disinfect toilets, clean basins and mirrors, replace toilet paper and hand towel as required, and wipe walls around basins as required; (Including stage toilets after functions)
- Sweep and mop all toilet areas on an 'as needed' basis;
- Sweep and mop auditorium floors after large functions;
- Vacuum all carpeted areas (Foyer, Stairs and Cinema Seating Area)
- Sweep and mop office and entrances to building 'as required';
- Clean marks from glass doors and windows as required;
- Ensure the Kitchen is clean and tidy after functions; Sweep and mop auditorium after functions
- Place recycle and rubbish bins out for collection as required;

Cleaning duties for other buildings:

- Empty office rubbish bins;
- Clean and disinfect toilets, clean basins and mirrors, replace toilet paper and hand towel as required, and wipe walls around basins as required;
- Sweep and mop all toilet areas on an 'as needed' basis;
- Vacuum all carpeted areas in the office;
- Dust office areas;
- Sweep entrances to building;
- Clean marks from glass doors and windows as required;
- Ensure the staff room facilities are clean and tidy; and
- Change tea towel and hand towel in staff room on an 'as needed' basis.

### 5. ORGANISATIONAL RELATIONSHIPS:

Reports to: NMCC Coordinator

Supervises: Nil

Internal Contacts: Contracts Manager  
All Staff

External Contacts: External contract cleaners and other contractors

## **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- Take reasonable care for their own health and safety.
- Notify their Manager of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs

## **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- 7.1 Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- 7.2 Take all reasonable action to protect Council assets from damage and / or loss.
- 7.3 Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- 8.1 Accountable to the Contracts Manager for the satisfactory completion of duties within the set time frames, to the appropriate standard, and in a safe and efficient manner in accordance with the Occupational Health & Safety Act regulations and requirements of Council policies.
- 8.2 Works under routine supervision.
- 8.3 Responsible for quality of own work.

## **9. JUDGMENT AND DECISION MAKING:**

- 9.1 The requirements of the position are routine and well defined.
- 9.2 Resolution of minor problems may occur where possible.



**10. SPECIALIST KNOWLEDGE AND SKILLS:**

10.1 Basic knowledge of Cleaning & Customer Service.

**11. MANAGEMENT SKILLS:**

Nil

**12. INTER-PERSONAL SKILLS:**

12.1 Basic oral and written communication skills.

12.2 Interaction with members of the public.

**13. QUALIFICATIONS AND EXPERIENCE:**

13.1 General cleaning experience

13.2 Ability to work unsupervised and use own initiative.

---- End ----



## Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

### How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

- 17 A covering letter
- 18 A separate attachment addressing the Key Selection Criteria
- 19 A current resume

### Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

**Do:** Read the Position Description.  
Note the closing date for applications (late applications will not be considered).  
Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.  
Ensure you provide a telephone contact number in your application.

**Don't:** Assume that the Selection Panel knows anything about you  
Submit a generic application  
Attach original certificates or references (please send photocopies only as they will not be returned)  
Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

### Submitting Applications (Applications should be marked Private & Confidential)

#### Mail to:

Attn: Human Resources Coordinator  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

#### Deliver in person:

Attn: Human Resources Coordinator  
Hindmarsh Shire Council  
92 Nelson Street  
NHILL VIC 3418

#### Email to:

[hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au)

### **Assessment of Applications**

- 20 Each application will be assessed against the Key Selection Criteria for the position.
- 21 Applicants who most closely meet the Criteria will be offered an interview
- 22 Applicants not short listed for interview will be advised in writing.
- 23 Applicants not short listed for interview will be able to ask the Human Resources Coordinator for feedback on their application.

### **The Interview:**

- 24 You will be contacted by phone if you have been selected for an interview
- 25 You will be provided with details regarding the time, day and location of the interview
- 26 The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- 27 During the interview, panel members will ask questions to determine who will be the best candidate for the position
- 28 You will have an opportunity in the interview to ask questions
- 29 If you have not provided referee details on your resume, be prepared to provide them at the interview
- 30 Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- 31 Please be on time for your interview
- 32 Please contact HR if you cannot attend the interview or wish to withdraw from the process.

### **After the Interview:**

The successful interviewed applicant:

- 33 Will be notified by phone
- 34 Will have the relevant pre-employment checks conducted
- 35 Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- 36 Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- 37 Is able to ask the Human Resources Coordinator for feedback on their application and interview.

---- End ----