



## **Cleaner**

Thank you for your interest in applying for the position of 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 are available in the Application Guide located on the Work with Council page.

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 Angela Veitch, Human Resources & Safety Officer on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).

## Employment Details for the Position of: Cleaner

<u>Status:</u>	Permanent Part Time
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 9, 2019
<u>Classification:</u>	Band 1
<u>Salary:</u>	\$34.01 (including 25% special engagement)
<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>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>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<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>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an Employee Working with Children Check prior to commencement of work.
<u>Covid-19 Vaccination:</u>	<p>In line with current health directions from the Victorian Chief Health Officer, all authorised workers are required to have at least one Covid-19 vaccination prior to 15 October 2021.</p> <p>From 26 November 2021 authorised workers will also be required to provide evidence of second dose of Covid-19 vaccination to attend work.</p> <p>Evidence in the form of an Immunisation History Statement or Covid-19 Digital Certificate must be provided to Council prior to commencement.</p>



## **HINDMARSH SHIRE COUNCIL**

### **POSITION DESCRIPTION**

#### **1. POSITION IDENTIFICATION:**

<b>Position:</b>	Cleaner
<b>Department:</b>	Infrastructure Services
<b>Starting Point/Location:</b>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality
<b>Classification:</b>	Band 1 Special Engagement per the Hindmarsh Shire Council Enterprise Agreement
<b>Employment Type:</b>	Permanent Part Time

#### **2. CURRENCY**

**Date Approved:** 27 November 2019

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Prepared By:** Kirsten Boad

**Date:** 15 November 2019

**Approved By:** Angela Hoy

**Date:** 19 November 2019

**H.R Approved:** Helen Thomson

**Date:** 27 November 2019

**CEO Approval:** Greg Wood

**Date:** 27 November 2019

### **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:**

- Clean the Nhill Council offices and Council Chamber.
- Clean the Nhill Library.
- Clean other buildings on occasion as requested by the Coordinator Facilities and Environment.

### **Cleaning Responsibilities**

The cleaning of the Nhill offices and Council Chamber is on a job share arrangement with a second Cleaner. It is expected that you and the other Cleaner will arrange between you the rotation of cleaning, with each Cleaner responsible for either Building A or Building B per shift.

### **Cleaning conducted:**

Cleaning to be conducted weekdays, times are flexible but should be performed between 6am and 8am or after 5:30pm. Cleaning on a weekend is to be by agreed arrangement with the Coordinator Facilities and Environment. No cleaning is to be conducted on a Public Holiday.

Cleaning duties include:

- 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 and clean the Council Chamber on an 'as needed' basis;
- Dust office areas and the Council Chamber;
- 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 in staff room on an 'as needed' basis.

### **When necessary:**

- Place recycle and rubbish bins out for collection;
- Remove spider webs as required; and
- Clean out cupboards under sinks.

## **5. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Coordinator Facilities and Environment

Supervises: Nil

Internal Contacts: 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:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- 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:**

- Accountable to the Coordinator Facilities and Environment for the satisfactory completion of duties within the set time frames, to the appropriate standards, and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements of Council policies.

**9. JUDGEMENT AND DECISION MAKING:**

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

**10. SPECIALIST KNOWLEDGE AND SKILLS:**

- Basic knowledge of cleaning practices.
- Basic customer service.

**11. MANAGEMENT SKILLS:**

- Nil

**12. INTER-PERSONAL SKILLS:**

- Basic oral and written communication skills.
- Interaction with members of the public.

**13. QUALIFICATIONS AND EXPERIENCE:**

- Basic cleaning experience.
- Ability to work unsupervised and use own initiative.

**14. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

**15. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**16. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria:

- Ability to work unsupervised and use own initiative
- Prior experience with general cleaning tasks.

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**APPLICATION FORM –  
Cleaner**  
(Position #2021 031)

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.** The below must be completed in full:

**PERSONAL DETAILS**

FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
PHONE (during business hours) \_\_\_\_\_

**CURRENT EMPLOYMENT**

NAME OF EMPLOYER \_\_\_\_\_  
POSITION HELD \_\_\_\_\_  
DATE EMPLOYED FROM \_\_\_\_\_  
ROLES & RESPONSIBILITIES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS TWO (2) POSITIONS HELD**

1) NAME OF EMPLOYER \_\_\_\_\_

POSITION HELD \_\_\_\_\_

DATE EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING (optional) \_\_\_\_\_

ROLES & RESPONSIBILITIES \_\_\_\_\_

2) NAME OF EMPLOYER \_\_\_\_\_

POSITION HELD \_\_\_\_\_

DATE EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING (optional) \_\_\_\_\_

ROLES & RESPONSIBILITIES \_\_\_\_\_

**PHYSICAL CAPABILITIES**

Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position? **Yes / No** (Please circle)

If yes, please specify \_\_\_\_\_



**SKILLS & EXPERIENCE**

What skills and experience could you bring to this position? \_\_\_\_\_

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**QUALIFICATIONS LICENCES AND CERTIFICATES**

What qualifications, licences and certificates do you currently hold? \_\_\_\_\_

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**SELECTION CRITERIA**

Please describe how you meet the Selection Criteria (attach a separate sheet if you require more room):

Ability to work unsupervised and use own initiative.

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Prior experience with general cleaning tasks.

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## **REFEREES**

Please provide the name of at least two (2) **working** referees who are familiar with your work and who may be contacted to support your application:

- 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_
- 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_

## **ATTACHMENTS**

Please attach copies of your qualifications, licences and certificates to this application

Documents you believe support your application for this position including a current resumé should also be attached.

## **STATEMENT**

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **PRIVACY & CONFIDENTIALITY**

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.