



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Cleaner

Department: Infrastructure Services

Starting Point/Location: 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.

Classification: Band 1 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Part Time, Permanent

2. CURRENCY

Date Approved: July 2026

Name of Occupant: Vacant

Signature: _____

Date: _____

Prepared By: Angela Veitch

Date: 24 March 2022

Approved By: Wayne Schulze

Date: 28 March 2022

H.R Approved: Shelley Gersch

Date: 1 July 2026

CEO Approval: Monica Revell

Date: 01 July 2026

Version: **July 2026** – Key Selection Criteria updated



Employment Details for the Position of: Cleaner

<u>Status:</u>	Part Time, Permanent
<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
<u>Classification:</u>	Band 1
<u>Salary:</u>	From \$31.23 per hour
<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>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>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.



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 Council buildings as requested by the Team Leader Holiday Parks.

Cleaning Responsibilities

- Carry out cleaning activities including, but not limited to, vacuuming, sweeping, mopping, hosing, wiping, disinfecting and waste removal.
- Restock hand towel, toilet tissue and soap dispensers as necessary.
- Check that door locks, hand dryers, lights, dispensers and other items are operational and report any faults.
- Record the date and time that the amenities were cleaned and report any maintenance and equipment issues.
- Inform your supervisor of any cleaning materials or equipment requiring replenishment.
- Provide excellent customer service and make every interaction positive.
- Performing other duties within skillset as nominated by your supervisor.

Corporate Responsibilities

- Perform all duties in a courteous, efficient, friendly and professional manner.
- Immediately inform the Team Leader Holiday Parks of any issues likely to adversely affect the performance, image or public perception of the Council.
- Immediately report any illegal activity within the organisation as per Council's policy.
- Adhere to Occupational Health and Safety policies, procedures and guidelines and use all necessary safety equipment provided and to report any defect in any such equipment, or workplace hazards as soon as they come to your attention.
- Be respectful, encouraging, cooperative and helpful to all fellow employees, and observe the principles of equal opportunity, non-discrimination, and non-bullying.
- Refrain from making public statements or issuing comments to the media unless specifically authorised by the Chief Executive Officer.
- Ensure due care is exercised in the use of buildings/equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis.
- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.



5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Team Leader Holiday Parks

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;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- 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.

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. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and



- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the Team Leader Holiday Parks 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.

10. JUDGEMENT AND DECISION MAKING:

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

11. SPECIALIST KNOWLEDGE AND SKILLS:

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

12. MANAGEMENT SKILLS:

- Nil

13. INTER-PERSONAL SKILLS:

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

14. QUALIFICATIONS AND EXPERIENCE:

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

15. 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.



16. 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 Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) 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 Council for any purpose other than the discharge of official duties.

17. 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
- Prior experience with general cleaning tasks.
- Ability to effectively communicate both verbally and in writing
- Ability to follow instructions
- Ability to work well with others and positively contribute to a team environment
- Willingness to undertake a pre-employment medical, police check and Working with Children Check

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