

Positions Vacant

Cleaner - Council

Applications Close 26 January 2024

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application by 26 January 2024

5.

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

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Position Description

Title:	Cleaner	Classification Level	Level 1
Department	Community, Cultural & Economic Development	Award	Queensland Local Government Industry (Stream B) Award – State 2017
Reports To:	Cleaner Supervisor	Location	Napranum
Nature of Employment	Full time - Temporary		

PRIMARY POSITION OBJECTIVES

- To maintain and clean specified Council areas in buildings and other facilities as directed, to ensure that they are in a clean, tidy and useable condition.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.

Mutual Respect and Trust Building and maintaining positive relationships that are based on mutual respect and trust.

Professionalism We are acting within the limits of our authority and maintain a high standard of ethics and integrity.

Pride We are demonstrating our pride by connecting with the community and celebrating our successes.

Listening to Our community Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people’s lives.

Accountability We are taking ownership for the decisions and actions that impact our community.

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NAPRANUM ABORIGINAL SHIRE COUNCIL

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**Innovation and
Continuous
Improvement**

We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Be familiar with emergency procedures at all work locations.
- Operate cleaning equipment in a safe manner as per operating guidelines and ensure they are kept in good working condition. Equipment and tasks include:
 - Vacuuming
 - Sweeping
 - Mopping
 - Scrubbing
 - Disposal of rubbish from bins
- Adhere to Safety Data Sheet requirements and instructions as required.
- If requested, be responsible for maintaining and restocking cleaning equipment/materials.
- Report any hazards and risks to your supervisor.
- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council’s Operational and Corporate Plans.

SELECTION CRITERIA

- Relevant experience in cleaning services.
- Able to work diligently and efficiently with minimal supervision.
- Demonstrated reliability in a similar role.
- Reliable and punctual attendance at work.
- Physically able to reach, stretch, bend, and walk during daily routine, with ability to stand for long lengths of time.
- Organized and able to follow a schedule.
- Current “C” class QLD licence.
- Be physically fit and healthy to be able to meet the requirements of the position.
- Agree to a Commonwealth Police check.
- Ability to obtain and retain a Working with Children Blue Card.

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PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Nominated Supervisor
- Work shall be performed in accordance with industry accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council’s policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council’s aims and objectives.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position’s objectives. They must also reflect the Council’s strong commitment to outstanding client service.

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