



# Employment Application Package

Cleaner (MALC)

# Position Description

Cleaner (MALC)

<b>Directorate</b>	Corporate Services
<b>Tenure</b>	Part time
<b>Level</b>	EBA Level 3+ OA

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our values are **REAL**

## Respect

### ***For our Community***

Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

### ***For our Councillors***

Take pride in serving Councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

### ***For our Colleagues***

Approach problems with a we over me mentality, collaborate and support each other to achieve organisational goals.

## Excellence

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

## Accountable

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

## Leadership

Be a steward of our community, your team and the organisation, create a positive working environment, take initiative,

## Position Objectives

To provide daily cleaning service to specified Shire facilities in a professional, efficient, hygienic and safe manner.

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## Key Duties/Responsibilities

### General

- Undertake cleaning tasks on a daily, weekly and quarterly work schedule, including but not limited to:
  - Vacuuming and spot cleaning
  - Sweeping, scrubbing and/or mopping hard floor areas.
  - Clean and disinfect all toilets, hand basins and surroundings.
  - Clean tiles (floors and wall), mirrors and taps in all bathrooms.
  - Descale and scrub showers.
  - Clean air vents.
  - Restock toilet rolls and dispensers
  - De-cobweb and remove mildew.
  - Empty bins and clean as required, with all rubbish bagged and deposited in to wheelie bins provided.
  - Spot clean windows/glass partitions/doors as required.
  - Wheel rubbish bins out to verge for weekly collection
- Ensure all plant and equipment is well maintained and utilised in accordance with safe work methods, risk assessments and general use requirements.
- Ensuring work is completed in an efficient and timely manner, and to a high standard.
- Ensure the safe handling of chemicals and cleaning products, including utilising appropriate personal protective equipment and adhering to Safety Data Sheets (SDS).
- Report any damage or maintenance requirements to the Aquatic Supervisor.
- Maintain cleaning product stocktakes, and inform the Aquatic Supervisor when product orders are required.
- Maintaining records as required (job risk analysis, completion of schedules, etc.).
- Ensuring security of the Murray Aquatic and Leisure Centre (MALC) is maintained by:
  - Activating and disarming MALC security systems as required.
  - Locking and unlocking the building.

## Organisational

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practises and direction are not clearly defined. Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practises to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

## Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
  - Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
  - Report all accidents, incidents and hazards.
  - Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
  - Eliminate and control hazards in the workplace using the hierarchy of controls.
  - Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.
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## Position competencies

### Skills

- Thorough knowledge of cleaning principles
- Excellent time management, organisational skills and initiative.
- The ability to assess situations and take appropriate action.
- The ability to maintain strict confidentiality is an essential requirement of all employees of Council.

### Knowledge

- Good working knowledge of safe operation of cleaning equipment and manual handling practices.
- Identification and safe handling of hazardous substances and cleaning products, including the use of chemical Safety Data Sheets

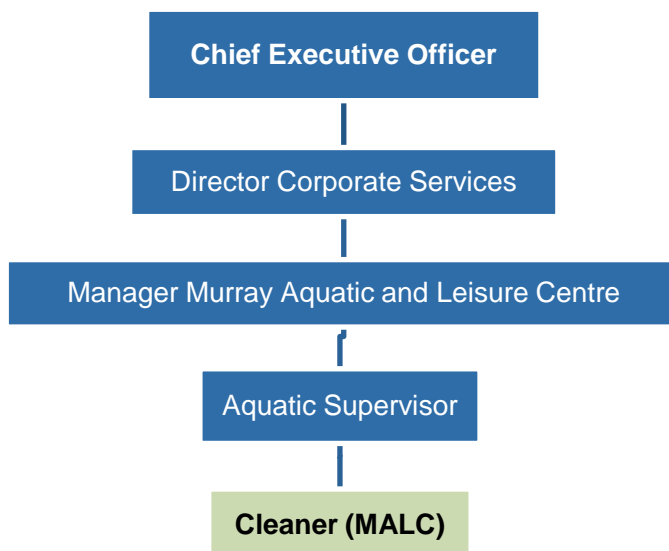
### Experience

- Previous practical experience in a private or commercial cleaning role
- Previous experience using commercial cleaning equipment such as floor scrubbers.

## Organisational Relationships

Reporting to	Aquatic Supervisor
Supervision of	Nil
Member of	Murray Aquatic and Leisure Centre
Liaison with	MALC staff and patrons, Shire departments, general public.

## Organisational Chart



# Work-Related Requirements

## Skills and Knowledge

Ability to work both unsupervised and in a team environment.	<b>Essential</b>
Knowledge of safe and competent operation of cleaning equipment, chemicals (Safety Data Sheets) and manual handling practices.	<b>Essential</b>
Ability to work efficiently and use initiative to complete work tasks in accordance with defined schedules and timeframes.	<b>Essential</b>
Developed communication skills both written (reporting and advising) and verbal (teamwork and engagement with Centre customers)	<b>Essential</b>

## Experience and Qualifications

Previous experience in a cleaning role	<b>Essential</b>
Qualifications and training in cleaning	<b>Desirable</b>
Demonstrated experience in a commercial cleaning environment	<b>Desirable</b>

# Employment Conditions

## Cleaner (MALC)

<b>Salary</b>	An EBA Level 3+ OA salary of \$66,675.77 pro rata per annum will be offered.
<b>Agreement</b>	Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2023.
<b>Hours</b>	This is a part-time position working 38 hours per fortnight.
<b>National Police Clearance</b>	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.
<b>Supporting Documents</b>	Originals of supporting documents must be made available on request ( e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
<b>Probationary Period</b>	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.
<b>Superannuation</b>	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.
<b>Eligibility Requirements</b>	All applicants must be eligible to work in Australia.
<b>Benefits</b>	Free gym membership   Study assistance   Health and Wellbeing program   Service recognition program
<b>Closing Date</b>	<b>4:00pm Monday, 29 December 2024</b>  In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.

## How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who address the below and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

**Your application will include the following documentation:**

<b>Cover Letter</b>	Prepare a cover letter outlining your expression of interest and suitability for the role.
<b>Resume and References</b>	An up-to-date resume listing your experience and qualifications. Please also include at least two work-related references that may be contacted in support of your application.
<b>Work-Related Requirements</b>	<p>Outline in no more than 3 pages your ability to fulfil the role. Your application package is not required to address each criteria, however sufficient information should be provided, including relevant examples detailing your experience and skills, to demonstrate that you are suitable for the position as listed in the Position Description.</p> <p>You may wish to use the <b>STAR</b> method to assist in writing your application - Situation, Task, Action, and Result.</p> <p><b>Situation</b>   Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p><b>Task</b>   What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p><b>Action</b>   What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p><b>Result</b>   What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge.</p>
<b>Submitting your application</b>	Submit your application to <a href="mailto:careers@murray.wa.gov.au">careers@murray.wa.gov.au</a> . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.

***If you require more information, please contact Human Resources on (08) 9531 7704.***






**Shire of  
Murray**

**Administration Office**

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   @ShireofMurray

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[murray.wa.gov.au](http://murray.wa.gov.au)