

<b>Position Title</b>	Cleaner
<b>Department</b>	Community Services
<b>Division</b>	
<b>Unit</b>	Waste & Cleansing
<b>Team</b>	Facility Clean
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Facility Clean
<b>Grade</b>	A
<b>Date Prepared</b>	7/09/2020
<b>Date Last Updated</b>	4/06/2026

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary Purpose of Position





Ensure various Council facilities such as libraries, community halls, depots and public toilets are maintained to a high standard of cleanliness and hygiene. The role is responsible for ensuring a safe, welcome and pleasant environment for residents and visitors, promoting public health, and enhancing the overall user experience of these communal spaces.

## Accountabilities

- Ensure all assigned facilities, including libraries, community halls, depots, and public toilets, are cleaned thoroughly as per the cleaning schedule
- Adhere to health and safety guidelines to protect oneself and others during cleaning operations
- Regularly sanitise high-touch surfaces to maintain a healthy environment
- Ensuring tasks and schedules are completed to appropriate timeframes and standards
- Respond to emergency response requests in a timely manner
- Adhere to the requirements of relevant safe operation procedures and safe work procedures
- Identify and report any maintenance or repair needs such as broken fixtures or plumbing issues
- Document and report any significant issues such as large debris, vandalism, or hazardous waste that require further attention
- Document and report any issues that arise in day-to-day operations
- Collect and dispose of rubbish materials
- Monitor and replenish cleaning supplies and toiletries as needed to ensure facilities are well stocked
- Perform additional cleaning duties for special events or as directed by leaders
- Assist with cleanup before, during, and after public events to ensure the area remains presentable and welcoming
- Report any maintenance tasks and issues that are identified within our city
- Engage with residents and visitors when necessary to answer questions or address concerns about cleanliness and public hygiene
- Other tasks and duties as required

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Trades / Operational		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	<b>Safety and Accountability</b>	Intermediate
 <b>Relationships</b>	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	<b>Deliver Results</b>	Foundational
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b>		
Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/ resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>

## Resources

Assets and Tools

Intermediate

- Uses a variety of work tools and resources to enhance work products and expand own skill
- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Fraud & Corruption Prevention

All staff must familiarise themselves with Councils policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

## Qualifications and Experience

### Essential Qualifications

- Class C Licence

### Essential Experience

- Adherence to safety protocols, including the use of personal protective equipment (PPE) and safe handling of chemicals
- Ability to perform pre and post-operation checks and routine maintenance on the sweeper vehicle
- Experience in following set schedules to ensure tasks are completed within designated timeframes
- Keen eye for ensuring all areas are thoroughly cleaned, free of debris, litter, and leaves
- Ability to respond promptly to emergency cleaning requests

- Competence in documenting and reporting significant issues such as large debris, vandalism, or hazardous waste
- Ability to work both independently and as part of a team, coordinating with other team members to ensure comprehensive coverage
- Skills in engaging with residents and visitors to address their concerns about cleanliness and public hygiene
- Quick thinking to address any operational challenges that arise during the cleaning process

### Desirable Qualifications and or Experience

- Medium Rigid or Heavy Rigid Licence
- Prior experience in cleaning, particularly in public facilities or commercial environments
- Understanding of sanitisation practices and procedures to maintain hygiene standards
- Experience with using various cleaning equipment such as vacuum cleaners, floor polishers
- First Aid certificate

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position have an inherently high risk for fraud and corruption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>