Cleaner

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaburra District Regional work and travel as required
Status	Full time, Ongoing Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream B) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum Level 3
Reports to	Works Supervisor (Town Services)
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaburra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



Key Responsibilities

- Wear gloves and appropriate Personal Protective Equipment (PPE) at all times. Ensure hygienic cleaning and sterilisation of facilities, adhering to all standards and quality guidelines.
- Vacuum, sweep, and mop various types of floors.
- Dust ceilings, light fixtures, countertops, and loose furniture.
- Scrub and sanitise toilets, sinks, and kitchen fixtures.
- Empty trash receptacles.
- Wash and dry windows.
- Select and apply appropriate cleaning agents to remove stains from surfaces.
- Use soil-repellent chemicals and deodorisers to eliminate odours from surfaces.
- Liaise with line manager to maintain an adequate supply of cleaning supplies, reordering as needed.
- Replenish toiletries, such as toilet paper, paper towels, and hand soap.
- Operate chemicals, solvents, high-pressure water cleaners, wet vacuums, and other cleaning equipment as appropriate.
- Conduct daily and monthly workplace inspections and risk assessments, reporting any accidents or hazards to your line manager.
- Take immediate action to address identified hazards when possible, and ensure that equipment is well-maintained for optimal safety and appearance.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.

- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- High school diploma or equivalent is advantageous.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Proven experience in a similar role.
- Ability to use a variety of cleaning products and equipment.
- Capable of following instructions and learning new techniques.
- Able to stand for extended periods of time.
- Excellent organisational skills.
- Able to complete tasks on time with minimal supervision.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	