

# Position description

## Cleaner/Driver

### Summary information

|                  |                                                                                                                                |                  |                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------|
| Section          | Building Construction and Maintenance                                                                                          | Directorate      | City Assets                        |
| BCC number(s)    | BCC147, BCC148, BCC149, BCC153, BCC154, BCC156, BCC157, BCC161, BCC162, BCC163, BCC166, BCC168, BCC169 and BCC1555 (part-time) | Position type    | Permanent, full-time and part-time |
| Grade            | Grade 3                                                                                                                        | Skill descriptor | Band 1 Level 3                     |
| Reports to       | Supervisor Cleaning Services                                                                                                   | Direct reports   | No                                 |
| Approval limit   | \$0                                                                                                                            | Release limit    | \$0                                |
| Created/reviewed | June 2022                                                                                                                      |                  |                                    |

### Our Values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

**Leadership is critical to all positions at Council.**

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams,

and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all of their objectives.

### 1. Position purpose

This role is primarily responsible for providing cleaning services for Council facilities and to drive cleaners from venue to venue.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

### 2. Qualifications and experience

#### Essential:

- Basic commercial cleaning experience
- Current class C driver's licence
- Minimum of 2-3 years of driving experience.

### 3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4. Key accountabilities

#### Position specific

- Undertake cleaning of Council facilities
- Set up of meeting and function rooms
- Safely drive cleaners to the various Council facilities
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner

- undertake training needed to effectively coordinate volunteers
- allocate sufficient time to volunteer coordination.

#### **Work health and safety (WHS)**

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

#### **Corporate**

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

#### **Equal employment opportunity (EEO)**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

#### **Environmental sustainability**

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

### **5. Duties**

- Drive vehicles to the various Council facilities to be cleaned.
- Carry out cleaning duties at the Civic Centre and other Council facilities as directed by the team leader.
- Empty rubbish and recycling bins in offices and place mobile garbage bins in the appropriate locations for collection.

- Clean toilets in accordance with the toilet cleaning procedure.
- Vacuum carpeted floors.
- Sweep, wash and buff vinyl floors.
- Strip and seal vinyl floors.
- Sweep and mop tiled floors, stairways and entrances and wipe handrails.
- Dry clean or shampoo carpets.
- Clean glass windows and partitions.
- Dust ledges and desks as required.
- Remove dirt marks from walls and doors.
- Refill soap dispensers and toilet paper holders.
- Clean kitchens and kitchenettes.
- Clean staff lunch rooms.
- Clean counters in public areas.
- Clean lifts in buildings.
- Set up meeting rooms, Nirimba Room and Bowman Hall as required.
- Clean bar area and balcony in Nirimba Room.
- Wax and polish timber floors as required.
- Clean tables and chairs after functions in the Bowman Hall.
- Clean the top of the shops in the Village green area.
- Remove cobwebs and rubbish from around the Civic Centre.
- Act as relief caretaker at the Civic Centre as required.
- Clean outside halls as directed.
- Relocate furniture and equipment and assist with relocation of staff.
- Carry out any other duties within the range of skills as directed.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6. Performance Criteria

As per Council's performance management system.

### Acknowledgement and Agreement

|            |            |       |
|------------|------------|-------|
| Employee   | Name:      |       |
|            | Signature: | Date: |
| Supervisor | Name:      |       |
|            | Signature: | Date: |