

2004/0638/2

EFFECTIVE DATE OF DOCUMENT May 2016	OFFICE No. 4CLN001T
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DEPARTMENT OF SPORT AND RECREATION	
DIVISION	FACILITIES AND CAMPS
BRANCH	CAMPS
SECTION	

CLASSIFICATION	OFFICE
Wages	No.
	4CLN001T
TITLE Cleaner	
CONDITIONS OF EMPLOYMENT Cleaners and Caretakers (Government) Award 1975, Government Services (Miscellaneous) General Agreement 2016	

Title	BUSINESS MANAGER - CAMPS
Classification	LEVEL 8

Responsible to

Title	CAMP MANAGER
Classification	LEVEL 6

Responsible To

Reporting structure will vary according to the camp you are rostered at and will be outlined at your site induction

THIS OFFICE

Other offices reporting directly to this office.
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Title & Classification:
Varies according to campsite

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
NIL		

State BRIEFLY the key responsibilities or prime functions of the job.

Cleans accommodation areas of DSR's various camps as required. Works under the supervision of the manager of the camp.
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[illegible]

SECTION 4 - STATEMENT OF DUTIESEFFECTIVE
DATE OF
DOCUMENT
August 2012

TITLE Cleaner		CLASSIFICATION Wages	OFFICE No. 4CLN001T	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details		Freq	%
			.	
1.0	CLEANING OF BUILDINGS		D	90
	1.1 Inspects buildings and attends to cleaning.			
	1.2 Operates linen store as required			
	1.3 Ensures safe handling and storage of cleaning chemicals			
	1.4 Collects and disposes of garbage.			
	1.5 Ensures security and safety of camp.			
2.0	OTHER		D	10
	2.1 Other duties as required.			

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

SECTION 5 - SELECTION CRITERIA

EFFECTIVE
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TITLE Cleaner	CLASSIFICATION Wages	OFFICE NO. 4CLN001T
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

SKILLS AND ABILITIES

- Basic communication skills including interpersonal skills
- Organised
- Practical knowledge of cleaning materials.
- Practical ability to undertake cleaning duties
- Practical ability to operate cleaning equipment and machinery.
- Previous cleaning experience (accommodation desirable).

SECTION 6 - APPOINTMENT FACTORSEFFECTIVE
DATE OF
DOCUMENT
May 2016

TITLE Cleaner	CLASSIFICATION Wages	OFFICE No. 4CLN001T
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	LOCATION Various camp sites ACCOMMODATION N/A .	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Employment Suitability Checks: Consent for DSR to conduct an online police check will be required prior to commencement of employment, as per DSR Employment Suitability Check Policy.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	• A Class drivers licence	

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD**DIRECTOR GENERAL**

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE