

SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE
DATE OF
DOCUMENT
August 2012
OFFICE No.
4CLN001T

TITLE		CLASSIFICATION	EFFECTIVE DATE OF DOCUMENT	
Cleaner		Wages	August 2012	
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
DATE OF
DOCUMENT
August 2012

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 FACTORS

EFFECTIVE
DATE OF
DOCUMENT
May 2016

<p>TITLE Cleaner</p>	<p>CLASSIFICATION Wages</p>	<p>OFFICE No. 4CLN001T</p>
<p>LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.</p>	<p>LOCATION Various camp sites ACCOMMODATION N/A</p>	
<p>ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable</p>	<p>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.</p>	
<p>SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.</p>	<ul style="list-style-type: none"> • 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