# DEPARTMENT OF SPORT AND RECREATION JOB DESCRIPTION FORM

### **SECTION 1 - OFFICE IDENTIFICATION**

DEPARTMENT OF SPORT AND RECREATION

DIVISION FACILITIES AND CAMPS

BRANCH CAMPS

SECTION

N			EFFECTIVE	
			DATE OF	
			DOCUMENT	
			May 2016	
	CLASS	SIFICATION	OFFICE	
		Wages	No.	
			4CLN001T	
	TITLE	Cleaner		
	CONDITIONS OF EMPLOYMENT Cleaners and Caretakers (Government) Award 1975, Government Services (Miscellaneous)			

General Agreement 2016

#### **SECTION 2 - REPORTING RELATIONSHIPS**

Title	BUSINESS MANAGER - CAMPS
Classification	LEVEL 8

Responsible to

Title	CAMP MANAGER		Other offices reporting
Classification	LEVEL 6		directly to this office.
Classification			Title & Classification: Varies according to campsite
	Responsible To	_	
Reporting structure will vary according to the camp you are rostered at and will be outlined at your site induction			
Тн	IIS OFFICE		

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

## **SECTION 3 - KEY RESPONSIBILITIES**

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.

Classification Assessment
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2004/0638/2

SECTIO	N 4 - S	STATEMENT OF DUTIES		EFFECTI DATE OF DOCUME August 20	NT
TITLE		Cleaner	CLASSIFICATION Wages	OFFICE N 4CLN0	lo.
BDIEC		ARY OF DUTIES TO BE PERFORMED LISTED IN I			
Duty No.		Details		Freq	
1.0	CLE	ANING OF BUILDINGS		D	90
	1.1	Inspects buildings and attends to clea	aning.		
	1.2	Operates linen store as required			
	1.3	Ensures safe handling and storage of	cleaning chemicals		
	1.4	1.4 Collects and disposes of garbage.			
	1.5	Ensures security and safety of camp.			
2.0	отн	ER		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	CLASSIFICATION	OFFICE NO.			
Cleaner	Wages	4CLN001T			
Cleaner	wayes	40110011			
EACH CRITERION TO SPECIFY WHETH	IER ESSENTIAL OR DESIRABLI	E			
SKILLS AND ABILITIES	SKILLS AND ABILITIES				
Basic communication skills including interpe	rsonal skills				
Organised					
Practical knowledge of cleaning materials.					
Practical ability to undertake cleaning duties	Practical ability to undertake cleaning duties				
Practical ability to operate cleaning equipme	nt and machinery.				
Previous cleaning experience (accommodat	Previous cleaning experience (accommodation desirable).				

SECTION 6 - APPOINTMENT FACTORS	CLASSIFICATION Wages	EFFECTIVE DATE OF DOCUMENT May 2016 OFFICE No. 4CLN001T
Cleaner	Wages	40EN0011
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 ACCOMMODATION	Various camp sites N/A
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	<b>Employment Suitability Checks:</b> 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 licent	се С

## **SECTION 7 - CERTIFICATION**

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

	<b>BRANCH/DIVISION HEAD</b>		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