

## POSITION DETAILS

**Position Title**

Cleaner

**Position Number**

14184

**Classification Level**

Wages

**Award/Agreement**

Cleaners and Caretakers (Government) Award  
1975, Government Services (Miscellaneous)  
General Agreement 2016

**Division/Directorate**

Sport and Recreation

**Branch/Section**

Participation and Camps

**Physical Location**

Bickley, Bicton, Hillarys, Coogee

**Effective Date**

5/07/2019

**Employment Type**

Casual

## REPORTING RELATIONSHIPS

**Position reports to**

Camp Manager level 6

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

This position is responsible for cleaning accommodation areas of the DLGSC's various camps as required. Works under the supervision of the manager of the camp.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful communities and economy**

### VISION

**To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Inspects buildings and attends to cleaning.
2. Operates linen store as required.
3. Ensures safe handling and storage of cleaning chemicals.
4. Collects and disposes of garbage.
5. Ensures security of camp.
6. Other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Basic communications skills including interpersonal skills.
2. Demonstrates good organisation skills.
3. Practical knowledge of cleaning materials.
4. Practical ability to operate cleaning equipment and machinery.
5. Practical ability to undertake cleaning duties.
6. Previous cleaning experience (accommodation desirable).

## Desirable

Nil

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role



## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 17.07.2019