



About the Western Australian Museum

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

Mission

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

Vision

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

Values

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

Details

Position Title

Cleaner

Position Number

14795

Classification Level

CLNR

Award/Agreement

Government Services (Miscellaneous)
General Agreement 2019

Directorate

Engagement

Branch/Team

Operations Perth Museum

Physical Location

Perth Museum

Reporting Relationships

Position reports to

Supervisor Cleaning

Positions reporting to this position

Purpose of the position

Responsible for providing a high standard of cleaning at the Perth Museum and its Galleries.

Statement of duties

Daily Staff Supervision and Site Operations

1. Cleaning designated areas to the acceptable Museums Governing Standards (attached) in accordance with work schedule.
 2. Uses industrial and commercial cleaning equipment/machinery in a safe and efficient manner.
 3. Operation of an electric bin tug, to move bins to and from waste collection point.
 4. Performs other duties as directed by the responsible Manager having regard for the skills, knowledge and abilities of the employee.
-



Compliance and legislative knowledge

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Workplace Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work related requirements

Essential

1. Demonstrated experience in commercial cleaning activities utilising a range of commercial grade cleaning agents and other products. Typical duties would include but are not limited to:
 - Cleaning and maintenance of a variety of floor surfaces (wood, tile, carpet, vinyl, concrete, etc)
 - Cleaning internal and external glass surfaces
 - Cleaning and disinfecting wet areas (bathrooms, toilets, etc)
 - Cleaning and disinfecting food preparation areas
 - Internal and external waste disposal
 - Cleaning of external areas (paving, courtyards, decking).
2. Demonstrated experience and the ability to safely operate a variety of commercial cleaning appliances including but not limited to:
 - Vacuum cleaners
 - High speed floor scrubbers and polishers
 - Pressurised water cleaners
 - Water extraction carpet shampoo machines.
3. Demonstrated ability to follow verbal and written instruction and work effectively as part of a team with minimal supervision.
4. Demonstrated ability to comply with safe working practices and identify health and safety hazards, take suitable precautions and report incidents.
5. Demonstrate physical capacity to perform the duties of the position.

Desirable

1. Certificate II Asset Maintenance (Cleaning Operations) or other recognised training course.
2. Experience in hard floor stripping and sealing.



3. Experience with accessing security systems.
4. Experience in cleaning function venues and commercial kitchens.

Key relationships/interactions

Interacting daily with members of cleaning team and cleaning Assistant Supervisor Museum Staff, Operations Manager and liaising with suppliers and contractors.

Key challenges

Weekend rosters rotating fortnightly, Public transport to site on weekends and public holidays and parking accessibility.

Special conditions

1. Normal working hours may be 5:00am start, including weekends and public holidays.
2. Weekend/Public holiday penalty rates apply as per award/agreement.
3. A pre-employment medical will be required prior to commencement of employment.

Appointment is subject to:

1. Eligibility to Work in Australia.
2. A current (within six months) National Police Certificate.
3. Possession of the Australian Hospitality and Tourism COVID Hygiene Training Certificate

Training:

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the DLGSC Accountability and Ethical Decision Making training within six months of appointment.

Inherent Physical Requirements:



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

1. The Western Australian Museum has a duty of care to all staff. If a staff member is unable to perform the physical requirements of the role, the Western Australian Museum will take reasonable steps to assist the staff member, or to modify the duties, so that the staff member can continue to perform the role without further detriment to their health or safety.

REGISTERED

**Western Australian
Museum**

INITIALS: BFC DATE: 1.08.2020