## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title | Position Number |
| Cleaner | 14184 |
| Classification Level | Award/Agreement |
| Wages | Cleaners and Caretakers (Government) Award 1975, Government Services (Miscellaneous) General Agreement 2016 |
| Division/Directorate | Branch/Section |
| Sport and Recreation | Recreation and Camps |
| Physical Location | Effective Date  |
| Bickley, Bicton, Hillarys, Coogee, Albany | 30/11/2022 |
| Employment Type |  |
| Casual |  |

### REPORTING RELATIONSHIPS

|  |  |
| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 15318 – Quality Operations Manager L6 | 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 | VISION | VALUES |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused****Responsive****Respectful****Accountable****Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

* Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence-based information to develop community focused 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
* Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### 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

### Appointment is subject to:

* 100 point identification check; and
* 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.

### Training:

* Complete induction within three months of commencement.
* Complete any training specific to the role required by Departmental policy.
* Complete the department’s AEDM within two weeks of commencement.

## CERTIFICATION

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

…………………………………………….....................

**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.*

…………………………………………….....................

**Employee Signature**  Date (DD/MM/YYYY)