

JOB DESCRIPTION

Cleaning & Grounds Officer

Level:	Level 2
Position Number:	40000955
Location:	Merredin
FTE:	0.3
Division:	Capability, People & Culture
Branch:	Assets, Amenities & Sustainability
Agreement:	Government Services (Miscellaneous) General Agreement 2023 <i>(and subsequent agreements)</i>
Award:	Cleaners and Caretakers (Government) Award 1975

ABOUT THIS POSITION

Responsible for ensuring College campus facilities and grounds are cleaned and maintained to provide a lasting impression and positive attitude towards the Merredin Campus for our students, staff, visitors and community members.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Coordinator Assets & Maintenance	Northam	Level 4
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Facilities & Maintenance Officer x 2	Northam	Level 2
Cleaning & Maintenance Officer	Moora	clnga2
Casual Clerical Facilities Northam	Northam	
Casual Clerical Facilities Moora	Moora	

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

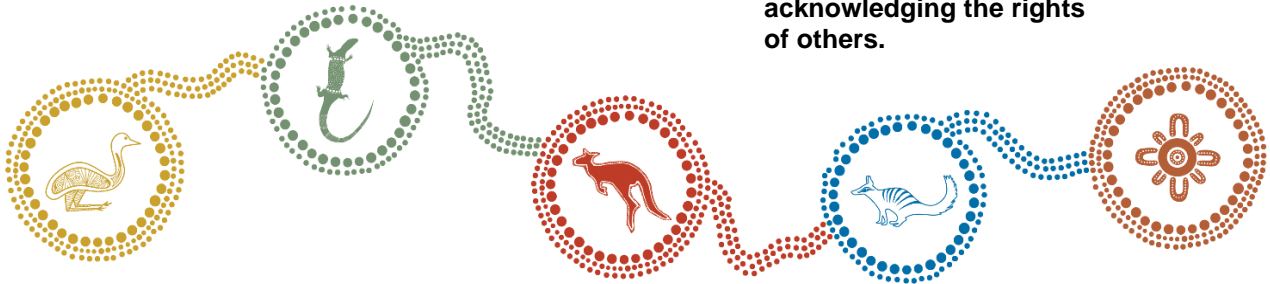
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

Cleaning

- Maintain carpets, tiles, vinyl and other floor surfaces.
- Toilet and bathroom cleaning.
- Clean and maintain furniture and fittings.
- Window cleaning (internal and external)
- Dusting.
- Rubbish removal.
- Verandas, covered areas and pathways.
- Removal of cobwebs.
- College vehicles.
- Outside furniture.
- Other general cleaning as required.

Term Break Cleaning (excluding end of year shutdown)

- Removal and reinstatement of furniture.
- Spot cleaning of carpets and high traffic areas.
- Pressure cleaning of verandas and undercover areas.
- Blower vac of workshop/storeroom.
- Pressure clean of workshop/storeroom.

Grounds

Carries out general gardening and grounds maintenance duties, including but not limited to:

- Mowing lawns/whipper snipping.
- Trimming bushes.
- Pruning trees.
- Weeding.
- Blower vac of pathways/carpark.
- Planting new shrubs.
- Mulching.
- Maintaining reticulation.
- Hand watering.

Other Duties

- Maintenance of cleaning and gardening equipment.
- Record and respond to issues and concerns detailed in the communication books.
- Other duties as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Demonstrated experience in the safe use and storage of cleaning equipment, materials and chemicals, including the use of Material Safety Data Sheets.
- Demonstrated experience in cleaning activities on a commercial level, including the ability to maintain equipment.
- Capacity to undertake physical manual handling, including the movement and cleaning of furniture and equipment.
- Proven ability to read and understand written instructions and apply safety principles.
- Ability to work as part of a team and ability to work with minimal supervision.

DESIRABLE:

- Nil.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Karen Watts
A/Managing Director

1 October 2024

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.