



# Cleaner

## Position Details

Position Number: 30000XXX  
 Classification: CLN Level 1  
 Award/Agreement: Government Services (Miscellaneous) General Agreement 2021  
 Cleaners and Caretakers (Government) Award 1975  
 Directorate: Corporate Services  
 Location: Broome

## Reporting Relationships

Responsible To:	Facilities Coordintor Location: Broome	← Other officer reporting to this position:
This Position:	Cleaner	Senior Facilities Officer L3 x 2 Facilities Officer L2 x 1 Gardener GA4 X 1 Cleaners GA1 x 3
	Positions under direct supervision: Nil	

## Our Purpose

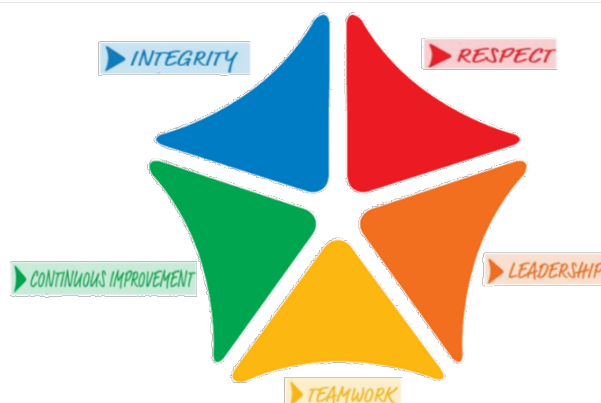
North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and to enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA as well as enabling job training pathways to local communities, some of which include the most vulnerable people in our region.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

Assists in maintaining general cleanliness, hygiene and presentation of the Campus and Student Accommodation.

## Position Responsibilities

Cleaning Services:

- Under direction from the Cleaner in Charge, undertake routine cleaning duties, including but not limited to emptying of bins, refilling hand towel and soap dispensers, cleaning toilets and fixtures, floors, benches, drinking fountains, dusting, cobwebbing and removing marks from walls as required.
- Assist the Cleaner in Charge with care and maintenance of cleaning equipment and advising of required repairs to equipment.
- Assist the Cleaner in Charge with monitoring stock levels of consumables and stock security.
- Assist with implementing improvements in college cleaning processes.
- Undertake regular cleaning of college fleet vehicles.
- Carry out other cleaning duties as required.

OSH Services:

- Routine cleaning duties are to be undertaken in a safe and responsible manner according to Occupational Safety and Health requirements and conduct risk assessments when required.
- Participates in the maintenance of a safe work environment.

## Selection Criteria

Essential Criteria

1. General knowledge of cleaning and cleaning equipment.
2. Proven ability to read, prioritise and apply safety principles to cleaning.
3. Physically capable to undertake the duties of the position including manual and chemical handling.
4. Demonstrated knowledge of manual handling principles and techniques and ability to perform manual handling activities.

Other Requirements

- Ability to travel to all campuses of the college as required.

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## Appointment Factors

**Location:** North Regional TAFE Campus Broome Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.



## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

### Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Occupational Safety and Health Act (1984)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement  
North Regional TAFE policies and procedures

## CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature		Signature	
Date:		Date:	