

POSITION DESCRIPTION	
Title	Cleaner
Classification	Child Care Support Worker
Status	Part-time
Department	Community Services
Immediate Supervisor	Manager Children's Services
Internal Relationships	Manager Children's Services and Child Care employees
External Relationships	Parents and families

POSITION CONTEXT AND OBJECTIVE(S)

This position is responsible for providing efficient and effective cleaning services at the Child Care Centre.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

- Undertake required cleaning services as per the cleaning checklists ensuring the Centre is maintained in a safe hygienic condition.
- Ensure all cleaning equipment and cleaning materials are stored in the areas provided and all storage areas are maintained in a safe, clean, and hygienic condition.
- Ensure that reasonable care is taken in relation to personal health and safety and the health and safety of others.
- Participate in Council's continuous improvement program (LEAN).
- Perform additional duties as required.

Performance measures

- Service levels are achieved and best practice is maintained.
- Objectives are met and progressed within timeframes.
- Maintain key relationships and follow corporate protocols.
- Working hours are adhered to.
- Processes are consistent with legislative requirements and Council Policies and Procedures.
- Records are accurately kept and are up to date.
- Information is provided in a timely manner.

ORGANISATIONAL VALUES

Customer Focus

- We consider the customer impact in every decision.
- We value, listen with empathy, and support our customers (both internally and externally).

Open communication

- We openly share information and knowledge across the organisation, and with the community.
- We challenge ourselves and others constructively, giving and receiving feedback with good intent.
- Leader's coach, mentor, support and listen to their people.

Accountability

- We take personal responsibility for our actions, deliver on our promises, and do what we say we will do.
- We seek out business improvement opportunities and are open to change.
- We clarify our goals and are trusted to deliver on our role.

Safety

- We contribute to a psychologically safe environment, provide constructive feedback, ask questions and listen to others.
- We constantly consider safety, demonstrated through our decisions and actions.
- We don't tolerate disrespectful behaviour (bullying, lack of accountability, taking credit for other's work and favouritism).

Together – one team

- We trust and are trusted, and have each other's back.
- We work together, learn from, and share successes and failures.
- We contribute to relationships in our work environment.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

- 1 Understand and promote Council's Strategic Objectives and Core Values.
- 2 Adhere to Council's Organisational Values, Plans, Policies and Procedures including the Customer Service Charter, Information Technology, Records Management, Risk Management, Human Resources, Work Health & Safety, Code of Conduct and Enterprise Agreement.
- 3 Compliance with all legislative requirements and ethical standards.

EXTENT OF AUTHORITY

The Cleaner exercises powers and duties within the classification of the role and as defined by policy, budget, allocation and specified individual and Departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to their Immediate Supervisor. Delegations are exercised in accordance with the Delegations Register approved by the Chief Executive Officer.

PERSONAL ATTRIBUTES

Build relationships – the ability to develop a rapport with others and form working relationships, listen effectively, manage conflict, understand, and respect cultural differences with a focus on interpersonal skills.

Initiate – ability to show initiative in planning and developing new ideas and approaches.

Communicate effectively – speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

Make decisions – assess situations to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the Council.

Organise – set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Solve problems – assess problem situations to identify causes, gather and process relevant information, generate possible solutions.

Teamwork – work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance teamwork.

Behave ethically – understand ethical behaviour and ensure that own behaviour and the behaviour of others is consistent and aligns with the values of the Council.

Honesty and integrity – high standard of honesty and integrity which inspires trust and confidence.

SELECTION CRITERIA

Applicants must address the following:

- 1 Previous experience in cleaning and demonstrated working knowledge of cleaning practices and procedures.
- 2 Awareness and working knowledge of the childcare industry.
- 3 Ability to plan, prioritise and organise work within a set timeframe and in an environment of change.
- 4 Ability to solve problems through discussion, negotiation and teamwork.
- 5 Current Working With Vulnerable Persons registration.
- 6 Current driver's licence.

ACCEPTANCE OF POSITION

I accept and agree to the requirements contained in this Position Description:

Employee Name:

Employee Signature: Date:

Chief Executive Officer (CEO): Barry Omundson

CEO Signature: Date: