



Position Description

Shire Hall Caretaker/Office Cleaner

Position title

Shire Hall Caretaker/Office Cleaner

Position number

3/008

Department

Corporate Services

Classification

Level 2, *Queensland Local Government Industry (Stream B) Award 2017* and
Winton Shire Council Certified Agreement 2023 as varied

Terms of employment

Permanent Full time

Supporting documents

- Employee Code of Conduct
- Workplace Health & Safety Responsibilities
- Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Manager Corporate Services

Supervision of:

No supervision applicable

Internal Liaisons

Manager Corporate Services and all Departments of Council

External liaisons

Winton Shire Community at large, Suppliers and Contractors

Position objectives

This position is responsible for providing effective and efficient cleaning services to the Council's corporate office complex at Vindex Street including the shire hall, courtyard, supper room, surrounding storage sheds and surrounding amenities. The position is also required to assist with the scheduling and bumping in and out of events and monitor the movement and conditions of the equipment as it is hired and returned. On occasion, the position is also required to perform similar duties in other locations.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Qualifications/Licences/Tickets required

MANDATORY

- Clear Australian Federal Police Check.
- Positive Working with Children Blue Card.
- Hold and maintain a "C" Class Manual drivers' licence with the ability to drive in rural and remote locations.

Additional requirements and working conditions

- Internal training for specific areas relating to the position is required.
- Ability to work early mornings or evenings and to be flexible when functions are being held on the premises.
- Physical capacity to undertake regular repetitive manual handling tasks, including the ability to use a floor polishing machine.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

Cleaning and Servicing

- Clean and service the shire council offices and facilities complex on a regular, planned, basis and to a high standard including the floors.
- Ensure that the buildings remain tidy and that all furniture and equipment is appropriately stored after use; and
- Monitor stock of cleaning supplies and other consumables and when necessary, order additional supplies.

Setting Up

- Assist with the setting out and subsequent removal and securing after use, of chairs and tables and other equipment provided in the hall and supper room. This may include liaising with Work Camp supervisor, Parks and Gardens supervisor and Information Technology officer where applicable.

Management of Systems

Bookings

- Receive and respond effectively to booking enquires and other information requests regarding the Shire Hall (and associated hire facilities) and to keep the office promptly aware of all enquiries received.

Maintenance

- Ensure that all maintenance issues are notified to the appropriate persons for work to be carried out; and
- Liaise with internal staff and contractors who are undertaking repair work to ensure that work is completed in line with policies and procedures.

Supervision of Premises

- To monitor the activities in the Complex to ensure that hirers comply with Halls Conditions of Hire and other statutory requirements.
- Open and close the Hall at times appropriate to the booking schedule and to secure the premises when the complex is not in use, and

- Retain custody of the keys to the buildings and where applicable ensure that keys are signed out appropriately.

General

- Undertake continuous improvement of all aspects of personal work performance
- Contribute to the continuous improvement of Council's policies and processes.
- Maintain confidentiality of all Council operations.
- Deliver agreed outcomes, on time and in accordance with best practice principles.
- Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
- At times, assist with cleaning of other Council facilities including (but not limited to) the Waltzing Matilda Centre, Neighbourhood Centre, Depot, and Residential Properties; and
- Any other duties as directed by senior staff, relevant to the position and within the capabilities of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated experience in all aspects of general commercial cleaning including the ability to work effectively and efficiently unsupervised.

Selection Criteria 2

Sound written and verbal communication skills as well as a proven ability to maintain confidentiality.

Selection Criteria 3

Sound knowledge and understanding of general computing including the use of emails and internet and experience with Microsoft office programs.

Selection Criteria 4

Demonstrated knowledge of and commitment to safe working practices and willingness to undertake training in safe use of cleaning products including complying with Material Safety Data Sheets.

Selection Criteria 5

Excellent time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the *Queensland Local Government Act 2009*. The employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.
- In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Shire Hall Caretaker/Officer Cleaner** with the Winton Shire Council and the details as outlined in this Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date