

## POSITION DESCRIPTION

<b>Organisation:</b>	Torres Strait Island Regional Council
<b>Position Title:</b>	Cleaner - Part Time
<b>Position Classification:</b>	Level 1
<b>Instrument:</b>	Torres Strait Island Regional Council Certified Agreement;
<b>QLD Local Government Industry Award Stream:</b>	Stream B) Division 2: Section 5 - Operational Services (Level 1, Wage Level 2
<b>Directorate:</b>	Community Services

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### KEY RESPONSIBILITIES

- To clean and maintain Council workplaces, accommodation, amenities, and other council facilities in a clean, tidy, and useable condition.

### KEY TASKS

#### Cleaning

- Cleaning and sanitising toilet facilities.
- Cleaning and sanitising sinks and fridges.
- Cleaning and maintaining equipment.
- Cleaning windows, pictures, doorknobs, dusting desks and chairs and furniture.
- Cleaning facility entrances.
- Disposal of rubbish and litter control.
- Vacuuming, sweeping and mopping facilities.

#### General cleaning tasks will involve but not be limited to:

- Cleaning windows, glass doors, pictures, doorknobs, glassware, wooden doors and cupboards etc.
- Cleaning sinks and drinking fountains.
- Sinks, showers, baths free of bacteria, soilage, staining and scale.
- Cleaning ceiling/wall fans and air-conditioning filters.
- Toilet holders clean and sanitised.
- Dusting high and low.
- All surfaces are free from dust, bacteria and soilage.
- Rubbish containers to be emptied and sanitised.
- Fridges cleaned/sanitised and defrosted.
- Glass clean and smear free.
- Vacuuming – all floors free of visible dirt and debris.

- Static Mop – all floor surfaces free of dust and litter.
- Wet mop floor and skirtings to be free of soilage, bacteria, grease and marks.
- Vacuum cleaners regularly emptied.
- Mops cleaned as per procedures daily.
- Maintain stock inventory.

### **Accommodation House Keeping**

- Check with the MSAO's daily for Visitor Accommodation.
- Full cleaning and scrubbing of bathrooms and toilets on a daily basis.
- Distribute linen, towels and room supplies.
- Make beds.
- Restock room supplies such as tea & coffee, soaps, shampoos.
- Wash and dry dirty linen.
- Check all appliances in rooms /kitchen are in working order.
- Window curtains and blinds taken down and cleaned.
- Respond to housekeeping problems such as spills, broken glasses and ensure display of correct signage.
- Other appropriate cleaning duties as directed by the Divisional Manager.

### **General requirements**

- Workplace Health & Safety
  - Complete Take 5 Quiz each month as per councils WHS requirements
  - Report any maintenance issues and safety hazards to the Divisional Manager
  - Ensure display of appropriate WHS signage
- Assist in setting up for community meetings & council functions.
- Ability to carry out cleaning duties with limited supervision and co-operatively participate in and perform any other duties as directed.

## **CAPABILITIES, SKILLS & EXPERIENCE**

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Minimum one (1) year practical experience and/or knowledge in industrial cleaning procedures and techniques and materials used.
- 3) Ability to work independently and as part of a team.
- 4) An open C class Queensland Drivers Licence would be highly desirable.
- 5) Workplace Health and Safety and Chemical training is preferred but not essential.
- 6) A comprehensive knowledge and understanding of languages specific to the Torres Strait including: Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.

## OTHER CONDITIONS/REQUIREMENTS

- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant WHS legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.
- The position may involve and is not limited to the following physical capabilities: a) possible use of handheld power tools, b) lifting, c) kneeling, d) sitting, e) squatting, f) bending, g) reaching, h) repetitive movements and i) exposure to working at heights and confined spaces.
- The position involves working in temperature extremes and exposure to outdoor elements whilst conducting field work, audits, etc.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
  - a) anti-discrimination
  - b) equal employment opportunity
  - c) confidentiality
  - d) local government principles
  - e) *Ailan Kastom*
  - f) Council's Vision and Values listed on the next page.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>