CLEANER (CASUAL)  
(JA 117)  
Onslow  
$35.00 per hour

THE POSITION

Council is seeking applications from people interested in the above position. The successful applicant will be responsible for the cleaning of Council buildings and facilities in Onslow, ensuring a high quality of cleanliness and hygiene.

The applicant must be available for times of high demand to take on excess of workload to assist the permanent cleaner and for holiday relief. The number of hours will vary dependant on work load and reliability and will include weekend work.

For further information please contact Darren Redden on 9184 6050 at the Shire of Ashburton, Onslow

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to provide their own vehicle to carry out the duties of this position

APPLY NOW!

Applications should be endorsed “Confidential Application – Position JA117”. An information package can be obtained by contacting Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 or by visiting our website www.ashburton.wa.gov.au.

Jeff Breen  
Chief Executive Officer  
Shire of Ashburton  
PO Box 567  
TOM PRICE WA 6751

The Shire of Ashburton is an Equal Opportunity Employer
Dear Applicant

INFORMATION PACKAGE

Thank you for your interest in seeking information regarding the position of Cleaner with the Shire of Ashburton.

Please find enclosed further information to assist in the preparation of your application:

- Position description, which outlines the duties of the position, the selection criteria and the remuneration package;
- Application form (which must be completed and submitted).

To address the selection criteria (located at the end of the Position Description), you should use each selection criteria as a separate heading and outline relevant claims and experience in relation to the criteria. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria. Indicate how you meet the criterion by providing examples of events and projects that demonstrate experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

You should attach the application form and your response to the selection criteria to a covering letter. The cover letter should introduce yourself to the selection panel and include the title of the position you are applying for, as well as the position reference number.

APPLY NOW!

Should you have any further queries in relation to this matter, please contact the Recruitment Coordinator, Annwen Pettit on (08) 9188 4468.

Yours faithfully

for Jeff Breen
Chief Executive Officer
## PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title: Mr / Mrs / Ms / Miss / Other</th>
<th>Other Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Postcode:</td>
</tr>
</tbody>
</table>

Telephone No - Home: Work:
Mobile:
Drivers Licence No: Expiry date:
Class:

## REFEREES

Only list referees whom we may contact. Please provide relevant work referees. Canvassing of Councillor’s is not appropriate.

1. Name of Referee: Telephone:
   Referee’s Position:
   Company:
2. Name of Referee: Telephone:
   Referee’s Position:
   Company:
3. Name of Referee: Telephone:
   Referee’s Position:
   Company:

Please Note:
Should you have any difficulty completing your application please contact Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 for assistance.

Submission of an application does not automatically guarantee an interview.

Completed applications accompanied by a covering letter, your statement addressing the selection criteria, copies of any supporting documentation (for example certificates of achievement and licences) and a copy of your resume should be addressed to the Chief Executive Officer and sent to:
e-mail: jobs@ashburton.wa.gov.au OR FAX 9189 2252
post: Chief Executive Officer
Shire of Ashburton
PO Box 567
TOM PRICE WA 6751

And should be endorsed “Confidential Application JA117”

Signature of Applicant _____________________ Date________________

I give permission for the Shire of Ashburton to keep my information on file for 12 months

Yes No (please circle)
POSITION DESCRIPTION

AMENDED - May 2012

POSITION TITLE: Cleaner - Onslow

POSITION NO: JA.117

LEVEL: Shire of Ashburton Collective Agreement 2011 - Level B

SECTION: Community Development

RESPONSIBLE TO: Facilities Officer

POSITIONS UNDER DIRECT SUPERVISION: Nil

POSITION OBJECTIVES:

1. Professionally clean council facilities, ensuring a high quality of cleanliness and hygiene.

2. Ensure the provision of adequate resources to ensure continuity and maintenance of existing cleaning programs, as well as additional services to meet expected needs, and requests for cleaning.

REQUIRED ATTRIBUTES:

KNOWLEDGE:
- Relevant knowledge of the commercial cleaning industry, including methods, equipment, materials, chemicals and work practices
- Developing knowledge of Council’s organisational structure and functions
- Developing knowledge of Occupational Health & Safety legislation and regulations

SKILLS:
- Commercial cleaning skills, or able to learn
- Developing verbal and written communication skills
- Developed personal time management skills
- Developed teamwork skills
- Developing public relations and interpersonal skills
- Able to read and understand Material Safety Data Sheets (MSDS’s) before using any chemicals, which are stored with chemicals at each location
EXPERIENCE:
- Previous experience as a cleaner in a professional capacity preferred

QUALIFICATIONS AND / OR TRAINING:
- Current “C” class drivers’ licence
- Competency and general knowledge of the operation of commercial cleaning equipment or ability to learn
- Current National Police Clearance

OUTCOMES FOR THIS POSITION:

Cleaning:
- Provide a clean and safe environment for both community members and staff
- Perform all cleaning duties to a high standard
- Report any cleaning equipment failure, security problems or maintenance requirements to the Facilities Officer
- Organise cleaning materials and equipment in conjunction with the Facilities Officer.

Health & Safety
- Report all accidents or incidents arising in the course of work
- Operate plant, equipment and chemicals/cleaning products in accordance with appropriate health and safety procedures
- Ensure correct Personal Protective Equipment (PPE) is worn at all times

Customer Service:
- Treat all customers in a professional manner
- Promptly attend to customer enquiries in a courteous and effective way
- Take initiative to attend to existing or potential customer needs
- Maintain the necessary level of confidentiality and security regarding any sensitive information received from customers, both internal and external

CORE COMPETENCIES

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually. In carrying out their duties employees must at all times:

1. Demonstrate an appropriate knowledge of Council’s purpose, structure, values and services with particular emphasis on one’s own area of employment.

2. Display a customer focused attitude when dealing with both internal and external customers.
3. Prioritise and respond to tasks within agreed timeframes

4. Capture and maintain records.

5. Communicate in a clear and concise manner when dealing with customers.

6. Deliver a high quality service and seek ways to improve work processes

7. Cooperate with other workers, actively seeking to share the workload and assist in enhancing team morale.

8. Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.

9. Show respect to other workers and actively discourage all forms of discrimination, harassment and bullying.

10. Demonstrate an understanding of Council's Occupational Health & Safety policies and procedures and conform to all OH&S requirements of the job.

11. Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

The Council philosophy is to develop a multi skilled organisation capable of having all staff members working together as a team. Although specific duties are set for each worker, we encourage officers to learn each other's jobs to assist in accommodating leave arrangements, sickness days and other absences.

**Continuous Learning**
All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

**Code of Conduct**
At all times workers should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude.

While on duty, workers are to give the whole of their time and attention to the business of Council. Workers need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Workers are required to treat all people with courtesy and sensitivity concerning their rights. All Workers are required to comply with the Code of Conduct at all times.
EXTENT OF AUTHORITY:
• Works within confines of standards and procedures under general supervision of the Onslow Cleaning Supervisor

SELECTION CRITERIA:
Each of the following selection criteria should be addressed separately. Please provide clear examples of previous situations and experiences that relate to the criteria. If your application does not address each of the selection criteria; it is unlikely that you will be shortlisted for the position.

<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>WEIGHTING</th>
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<tbody>
<tr>
<td>Commercial cleaning skills</td>
<td>20%</td>
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<td>Excellent oral and written communication skills</td>
<td>20%</td>
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<tr>
<td>Able to read and understand MSDS’s</td>
<td>15%</td>
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<td>Operate plant, equipment and chemicals/cleaning products in accordance with appropriate health and safety procedures</td>
<td>15%</td>
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<td>Initiative and a self motivated attitude</td>
<td>10%</td>
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<td>Ability to build strong relationships in teams</td>
<td>10%</td>
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<tr>
<td>Well developed organisational skills, ability to prioritise, meet deadline’s and deliver outcomes</td>
<td>10%</td>
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<tr>
<td>Federal Police clearance</td>
<td>Required</td>
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<tr>
<td>First Aid Certificate</td>
<td>Required</td>
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<tr>
<td>Current “C” class driver’s licence</td>
<td>Required</td>
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PLEASE NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENTS AND CONDITIONS

Employee: ___________________________ Date: ___________________________ 

Manager: ___________________________ Date: ___________________________