POSITION DESCRIPTION

Cleaner
(multiple)

Directorate:	Operations	**Department:**	Facilities		
Position Grade:	8	**Reports to:**	Team Leader Cleaners		
Last review:	July 2024	**Next review:**	July 2026	**Version No.:**	3.0

Position purpose:

To clean and maintain Council property within the CBD, Community and Park Facilities and to carry out all works as directed by the Team Leader – Cleaners and Coordinator of Community Facilities Management.

Key accountabilities/responsibilities:

Responsible for:

1. Undertaking all cleaning works within the following locations; toilets, lunchrooms, offices, car parks and lifts, storage areas, paved areas, balconies, community facilities, community buses and cars, litter disposal and the operation of small plant, hand tools and equipment as well as the mini sweepers & gum removal machines.
2. Ensuring that all plant and equipment utilised to undertake the above mentioned duties are well maintained and utilised in accordance with safe work method statements and risk assessments whilst following daily, weekly and quarterly work schedules in an efficient and timely manner ensuring that work is completed to a satisfactory standard.
3. Ensuring that all facilities are secure upon the completion of your works and activate alarms as required
4. Ensuring the safe handling of chemicals and the use of cleaning products to ensure that appropriate personal protective equipment is utilised whilst undertaking cleaning programs
5. Completing any daily or weekly reporting that is required including cleaning report sheets after assessing the state of a facility or area prior to cleaning. These reports are to be submitted to the Team Leader for referral to the Community Facilities Management team to determine whether bond refunds will occur.
6. Ensuring that all facilities are re-stocked with toilet paper and hand towels during services visits and the completion of polishing and intense cleans on a quarterly basis or as required.
7. Re-stocking cleaning vans on a daily basis to ensure that they are ready for use on the following day.

Decisions made in the position:

1. Completion of works programs/requests
2. Ensure that plant and vehicles are checked and maintained on a daily basis including vehicle checklist.
3. Completion of daily report list.

Decisions referred:

1. Appointment and Dismissal of staff
2. Expenditure and purchasing

Key issues/challenges:

1. Meeting the obligations of the works program in a timely and efficient manner
2. Prioritise work programs to meet organisational goals

Key working relationships:

- Team Leader, Coordinators and other work teams.
- Other Council departments
- Suppliers and contractors.

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.
Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Current Class C Drivers Licence
- Manual Handling

Experience

- Minimum of twelve months previous relevant experience as a cleaner
- Ability to be self-directed and work unsupervised on a rotational cleaning schedule
- Ability to work as a team to achieve team goals

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Thorough knowledge of cleaning principles
- Knowledge in the use of cleaning, polishing, stripping, carpet cleaning plant, equipment and products
- Ability to assess situations and take appropriate action
- Identification and safe handling of hazardous substances and cleaning products

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Good written and communication skills
- Ability to work as a team member
- Strong work ethic and positive attitude
- High attention to detail

LIVERPOOL CITY COUNCIL

LIVERPOOL THE GREAT SOUTH WEST

Our vision:

Aspiring to do great things – for ourselves, our community and our growing city.

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous