

# Position Description

<b>Position Title</b>	Cleaner
<b>Directorate</b>	Community Development
<b>Business Unit/s</b>	Recreation & Leisure Services
<b>Reports to</b>	Senior Facility Officer
<b>Classification</b>	Level 2 – Inside Workforce Agreement

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

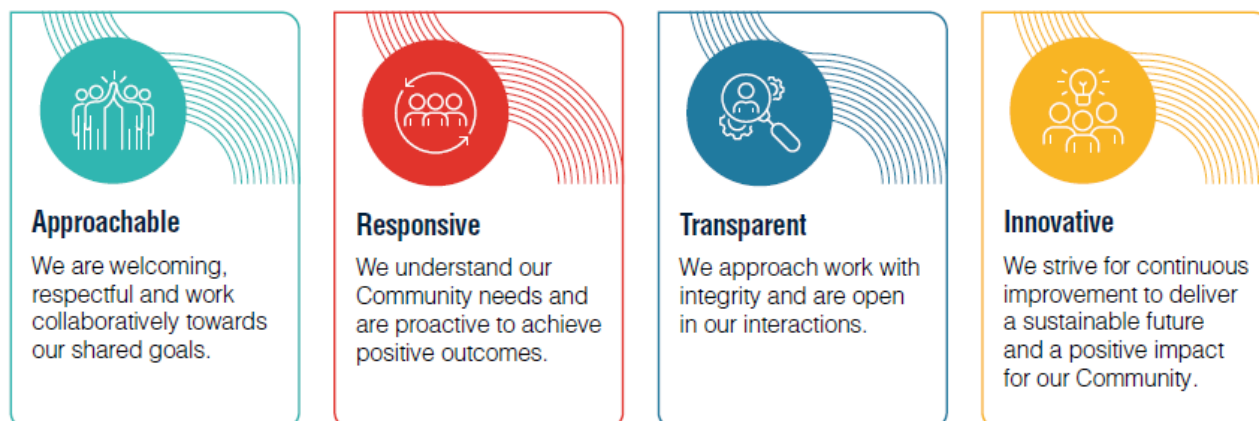
A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:



## Reporting Relationships

This position reports to Senior Facility Officer.

## Position Overview

Under the direction of the Senior Facility Officer and with assistance from the onsite Senior operations Officers or ensure the overall Centre is kept in a clean and hygienic state, contribute to a positive working relationship between Centre staff and patrons, carry out regular and periodic minor maintenance of the overall Centre and assist in the preparation of equipment for user groups.

## Position Objectives

- Required to work at a number of different locations throughout the City if required.
- Carry out all cleaning duties as determined by an agreed schedule with the relevant Supervisor / Coordinator.
- Maintain all cleaning equipment and stock.
- Prepare order lists for expendable stores (cleaning) and report to the relevant Supervisor / Coordinator on a regular basis.
- Carry out regular and periodic minor maintenance as necessary and identified in the maintenance schedule.
- Report to the relevant Supervisor / Coordinator, all major or minor maintenance observations.
- Perform any other duties as directed by the relevant Supervisor / Coordinator to ensure the effective operation of the Centre.

## Subsidiary Duties

- To assist with preparation of functions for user groups, when required.
- To assist with preparation of sporting and recreational areas, when required.

## Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

## Selection Criteria

Knowledge, Skills, Experience & Abilities	
Experience in the cleaning and maintenance of similar facilities.	Essential
Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position.	Essential
Prepared to work flexible hours.	Essential
Show initiative with regard to enquiries and general operations of the Centre.	Essential
Ability to work within the City of Stirling Occupational Safety and Health Policies and Procedures.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Desirable

### Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 1 July 2023	Officer	Operations Coordinator