Position Description
Cleaner

Department:	Infrastructure
Classification:	Grade 3
Salary Range:	$60,855 - $$62,436 FTE
Award:	Local Government Employees (SA) Award Copper Coast Council Enterprise Agreement
Version:	One
Review Date:	January 2027

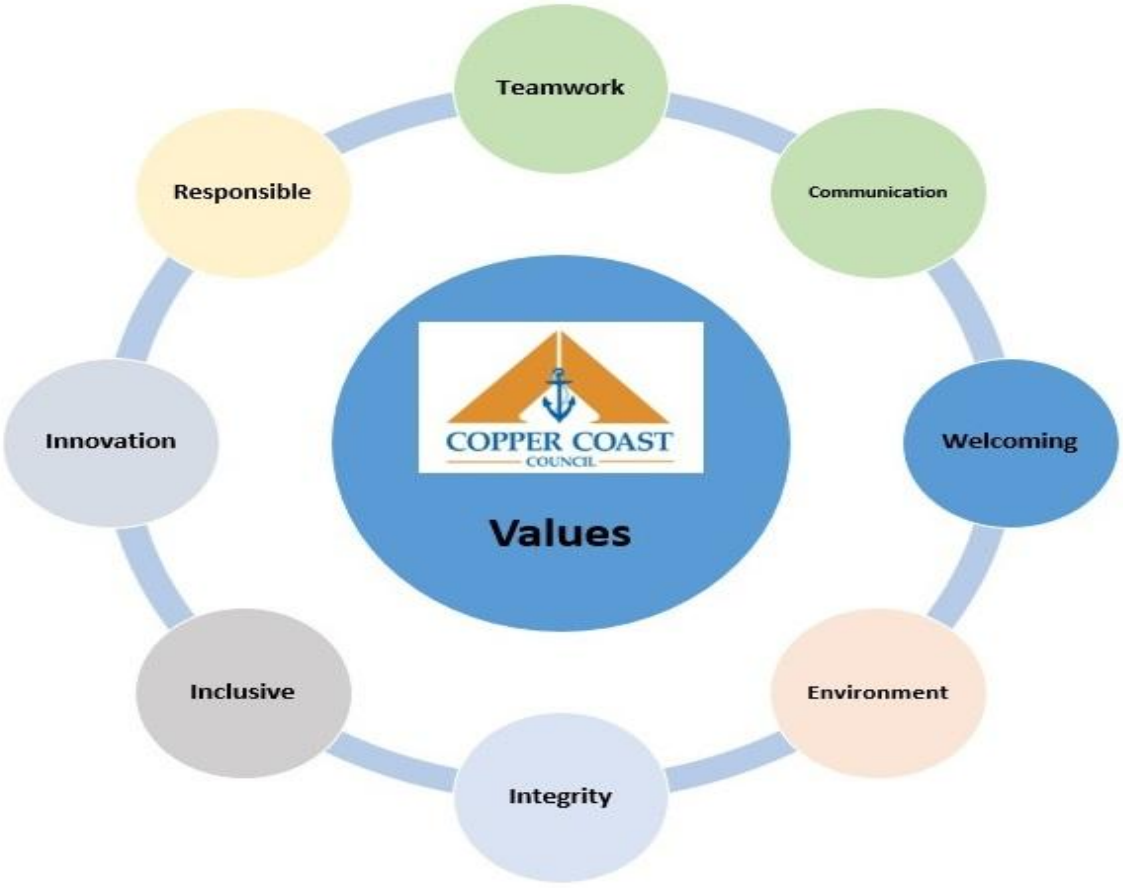
About working with Copper Coast Council

Inspired by lifestyle. Driven by possibility.

Located at the top of the Yorke Peninsula, the Copper Coast is a thriving regional centre, home to around 15,000 residents and attracts 500,000 visitors each year. From its stunning coastal and agricultural landscapes to its vibrant communities, the Copper Coast embodies a unique blend of lifestyle, heritage, culture and prosperity.

We are an equal opportunity employer committed to providing a safe working environment that embraces and values equity, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.



Position Description
Cleaner

Role Purpose and Objectives

The role of the Cleaner is to ensure that the public conveniences, barbecues and associated shelters are available for continuous public use throughout the Copper Coast by ensuring that the cleaning of toilets and other ancillary facilities conform to the statutory minimum standards for public and environmental health.

Organisational Relationships

Reports to: Cleaner Leading Hand

Internal Liaisons: All Council Staff

External Liaisons: Ratepayers, Residents and General Public

Key Responsibilities and Functions

- Deal promptly, empathically and efficiently with customers to meet their needs, adhering to the Customer Service Charter.
- Clean all Council public conveniences within agreed timeframes which includes but is not limited to:
    - Remove all surface dirt & dust from toilet floors, urinal steps, light fittings, window sills and dividing partitions
    - Clean hand dryers, mirrors & window glass
    - Clean all toilets and urinals removing any stains, water-marks and soil
    - Remove all rubbish & contents from waste bins, baskets and dispensers including hypodermic syringes and dispose of appropriately
    - Replenish all soap, hand cleaner, paper towels, toilet paper dispensers and holders
    - Check the operation of all cisterns and urinals and report any faults to your Line Manager
    - Check the operation of all electric hand dryers and report any faults to your Line Manager
- Clean all Council BBQs and shelters which includes but is not limited to:
    - Remove rubbish from the area and dispose of appropriately
    - Clean the rubbish bins
    - Check that the lighting is working and notify your Line Manager if they are not functioning
    - Clean the BBQ plate and surrounding area with the approved cleaning equipment and detergents/cleaning product
    - Remove dead insects, cobwebs, leaf litter and other debris from the area
    - Empty and appropriately dispose oil waste receptacles contained within each BBQ
- Ensure the scheduled maintenance cleaning is completed for the Kadina, Moonta and Wallaroo town hall toilets in line with the location and timetable schedule.
- Liaise with the Properties Team Leader on the monitoring and ordering of all consumables to maintain the toilet and BBQ facilities.
- Undertake periodic, or as needed, deep cleans of toilet, BBQ and shelter facilities, such as pressure washing.
- Report any damage, graffiti, vandalism or inoperable plumbing or electrical equipment as soon as possible to your Line Manager.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Key Selection Criteria

Qualifications and experience

- Knowledge of cleaning equipment and the ability to use it appropriately.

- Knowledge of cleaning products and the correct and safe usage of the product.
- Demonstrated understanding of the requirements of the role.
- Able to work to a high standard to ensure that the quality and consistency of the Council public areas are maintained to the statutory minimum standard for public and environmental health.
- Sound knowledge of current Work Health & Safety Legislation and requirements.
- Sound written and oral communication skills.

Licenses & mandatory requirements

- Current South Australian Driver's License

Training

- Attend training courses including compulsory training with a registered training provider
- Attendance at conferences, seminars, workshops and other training activities as appropriate to maintain an awareness of trends and issues and keep up to date with changes in legislation which may impact on Council

Extent of Authority, Accountability & Responsibilities

Extent of Authority

- Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints.
- Utilise discretion and judgment, to maintain confidentiality in all dealings with customers and members of the public.

Accountability

- Maintain/update all relevant information within agreed timeframes.
- Demonstrate behaviour consistent with our organisation's values.
- Ensure that all vehicles and equipment used are maintained in accordance with Council Policy.
- Ensure correct recording for all labour, equipment and materials.

Quality & Continuous Improvement

- Maintain licences to meet the requirements of the position and the organisation.
- All public conveniences, Town Halls and BBQ areas in the Copper Coast area are maintained to a high standard with a high level of attention to detail.
- Environmental health standards are maintained.

Work, Health and Safety

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care to protect their own health and safety at work.

- take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- ensure that correct use is made of all equipment provided for health and safety purposes.
- comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work.
- report all accidents, or near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimize any hazards of which they are aware regarding working conditions/methods.
- be encouraged to participate in the election of Work, Health, Safety Representatives.
- participate in the RTW process if injured at work as set out in the Return to Work Act 2014.
- keep their work area tidy; and
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.