



# Cleaner Position Description

**1 Incumbent**

**Name:** \*\*\*  
**Date Commenced:** \*\*\*

**2 Industrial Instrument and Level**

Shire of Corrigin Enterprise Agreement 2025, Level 2.1

**3 Position Summary**

To carry out cleaning tasks in a safe and efficient manner throughout the Corrigin Shire.

**4 Requirements of Position**

**4.1 Skills**

- Basic written and verbal communication skills.
- Basic interpersonal and customer service skills.
- Time management skills with an ability to work to deadlines.
- Ability to follow instructions and work unsupervised.
- Basic cleaning skills.
- Proficiency in operating cleaning plant and equipment.
- Ability to understand and comply with Material Safety Data Sheets (MSDS).

**4.2 Knowledge and experience**

- Knowledge of best practice for general cleaning.
- Proven experience in operating cleaning plant and equipment.
- Demonstrated experience in cleaning of public buildings and amenities.
- Developed understanding of appropriate storage and usage of cleaning products.
- Developed knowledge of Occupational Safety and Health regulations.
- Developed knowledge of safe working practices and procedures.

**4.3 Qualifications and / or training**

- Hold current C class driver's licence.
- Hold current Senior First Aid Certificate.

**5 Key Roles and Responsibilities**

The principle responsibility areas of this position are outlined in the table below:

Shire Building Cleaning and Maintenance
Completion of various tasks involving the cleaning of Council buildings to a high standard, including but not limited to offices, recreation buildings, halls, and public amenities.
Safe and efficient operation of cleaning plant and equipment.
Safe and efficient maintenance of cleaning plant and equipment.

Provide quality workmanship with limited direction.
Order cleaning supplies and consumables in line with the Shire of Corrigin Purchasing Policy.
Appropriate usage and storage of cleaning products and cleaning plant and equipment.
<b>Occupational Safety and Health</b>
Take reasonable care to ensure personal safety and health at work, and that of other persons in the workplace.
Observe all safe working practices as directed by the Leading Hands and the Manager of Works and Services.
Ensure the use of personal protective equipment as provided.
Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
<b>Other Duties</b>
Undertake manual labouring duties as required.
Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services Crew as required.

## 6 Key Performance Requirements

- Quality and standard of workmanship in cleaning tasks.
- Timeliness and completion of allocated tasks.
- Adherence to safe work practices.
- Effectiveness working unsupervised and / or within a small work team.

## 7 Organisational Relationships

### 7.1 Position is responsible to:

Manager of Works and Services  
 Leading Hand Parks, Gardens and Town Maintenance  
 Leading Hand Roads and Civil

### 7.2 Position supervises:

Nil

### 7.3 Key Relationships:

Internal: Chief Executive Officer  
 Deputy Chief Executive Officer  
 Manager of Works and Services  
 Leading Hand Roads and Civil  
 Leading Hand Parks, Gardens and Town Maintenance  
 Administration and Works Staff  
 Other staff as employed from time to time

External: President and Councillors  
 Other Local Governments  
 General Public (including ratepayers and residents as appropriate)  
 Suppliers of goods and services, contractors.

## 8 Extent of Authority

Operates under the direction of the Manager of Works and Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 (WA) and other legislation.

## 9 Public Responsibilities

To promote a favourable public image of Council's personnel, operations, and the Shire in general.

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	<i>Signature</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

### Position Description Review History

Created		
Reviewed and Updated	8/01/2020	Kirsten Biglin
Reviewed and Updated	27/05/2020	Kirsten Biglin
Reviewed and Updated	03/02/2021	Natalie Manton
Reviewed and Updated	14/03/2022	Tanya Ludlow