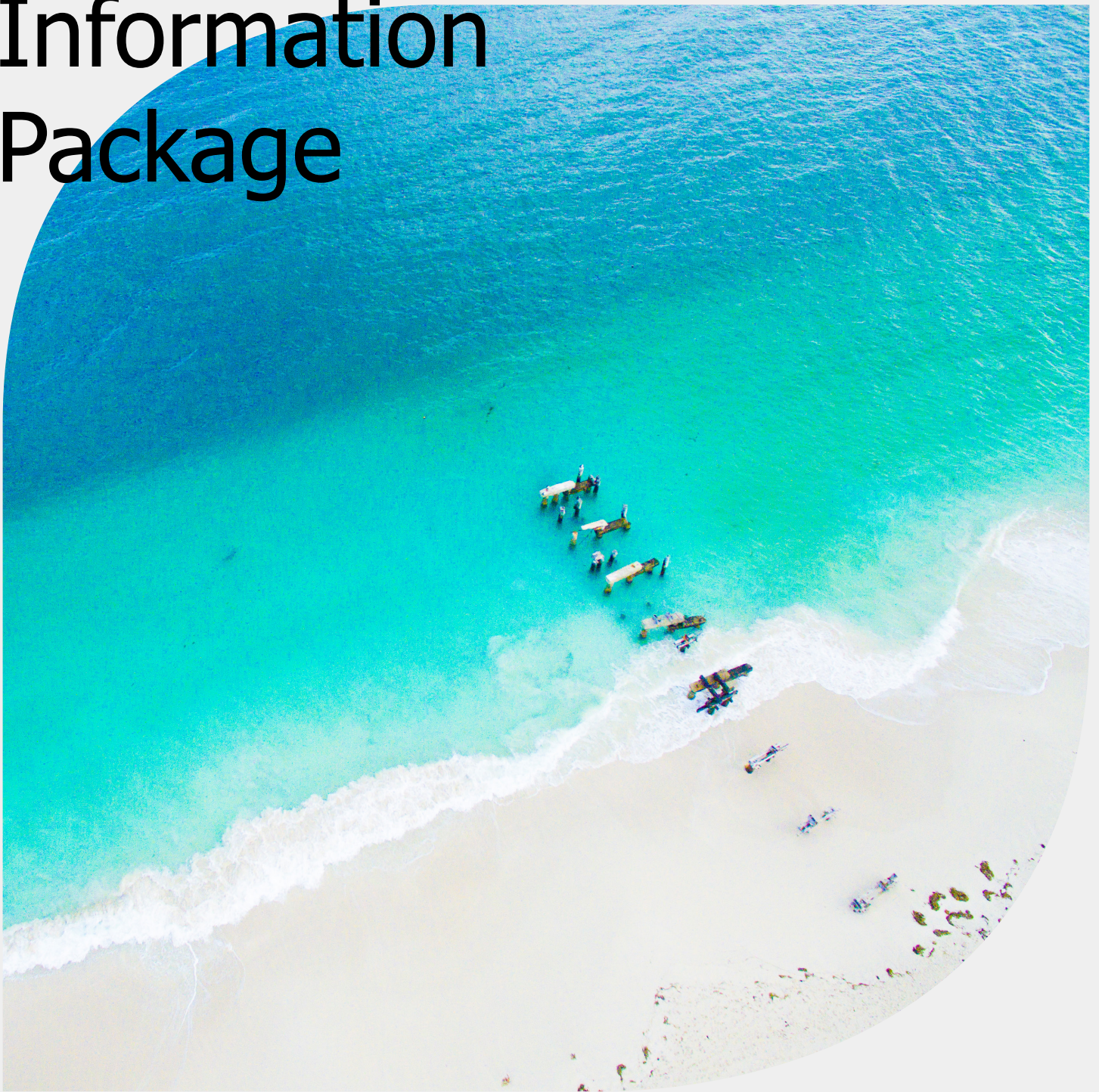


# Employment Information Package



## CLEANER

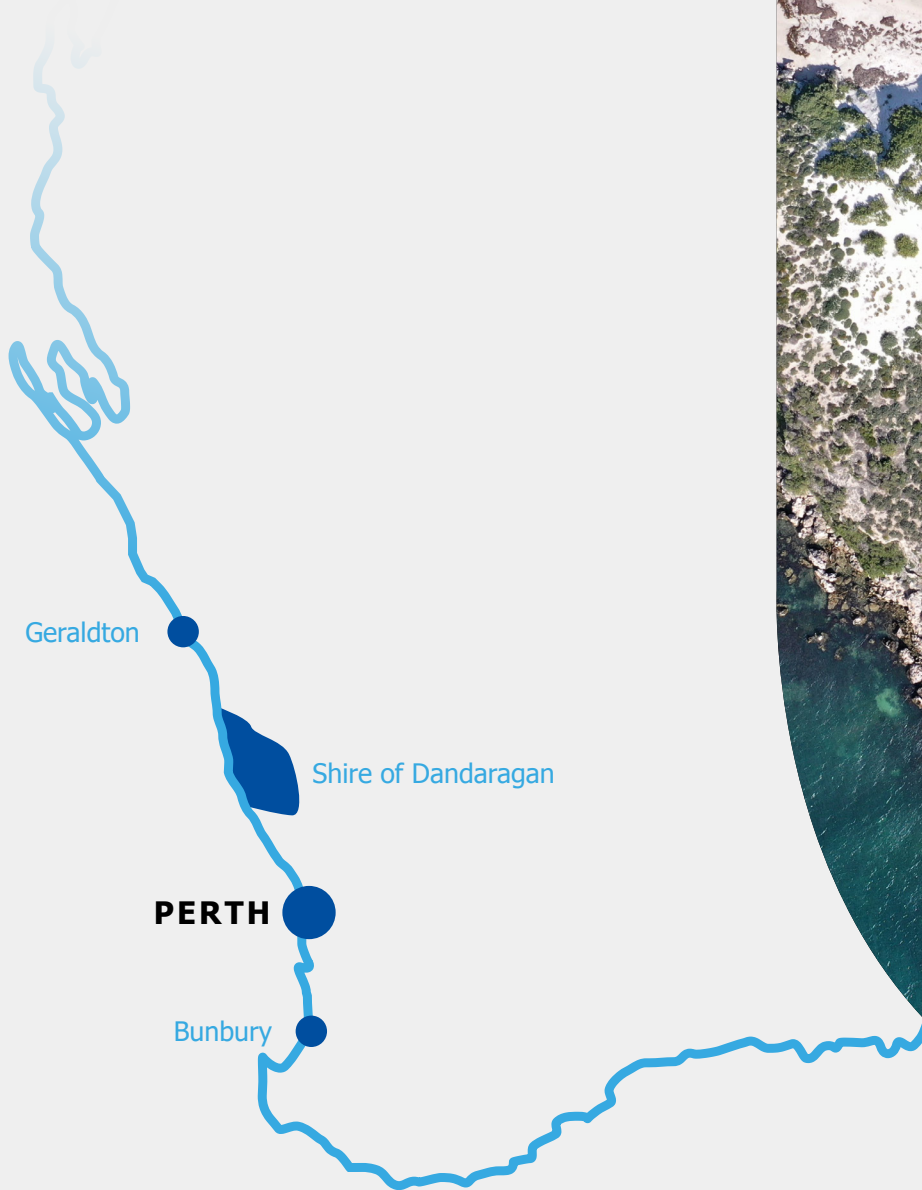
### Enquiries:

Lauren Miles  
Human Resources Coordinator  
08 9652 0800  
[hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au)

Applications close 4:00pm Friday 1 May 2026

*The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.*

# Introduction



Just 2 hours  
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at [visitturquoisecoast.com.au](http://visitturquoisecoast.com.au)

# What makes Dandaragan a great place to work?



## Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



## Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.

## The Shire



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



**CLEANER  
PART TIME**  
(Jurien Bay)

The Shire of Dandaragan is seeking a reliable and motivated Cleaner to join our Development Services team. This part-time role is responsible for maintaining a high standard of cleanliness across a range of Shire facilities, ensuring they are welcoming, safe and presentable for staff, elected members and the community. The position involves cleaning at multiple locations including the Administration Building, Visitors Centre and Conference Centre, Depot Building and Airport toilet facilities.

**Key Responsibilities**

- Maintain an exceptional standard of cleanliness across all assigned facilities
- Clean offices, toilets, kitchens, meeting rooms and public areas
- Vacuum carpets, mop floors and dust surfaces including skirting boards and window ledges
- Clean council chambers and kitchens following council meetings and functions
- Empty internal bins and restock consumables such as soap, toilet paper and paper towels
- Safely use and store cleaning chemicals and equipment
- Identify and report maintenance issues promptly
- Maintain cleaning equipment in good working order
- Follow workplace health and safety requirements at all times

**How to Apply**

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the requirements of the position
2. **A current resume**
3. **A completed application form** - found within this Information Pack

If this valued role appeals to you, an information package is available on the Shire's website [www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment) or contact Lauren Miles HR Coordinator [hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au) or on (089652 0800).

**Applications close at 4:00pm 1 May 2026**

*The Shire of Dandaragan is an equal opportunity employer.*

**Brent Bailey**  
**CHIEF EXECUTIVE OFFICER**

**JOB SPECIFICATIONS / DUTY STATEMENT**

|                                    |  |
|------------------------------------|--|
| <b>Position Title</b>              | Cleaner  |
| <b>Tenure</b>                      | Part-time – 19 hours per week  |
| <b>Primary Place of Employment</b> | Shire of Dandaragan Administration Building, Jurien Bay Visitors Centre & Conference Centre, Jurien Bay Depot Building & Jurien Bay Airport Toilet Facilities. |
| <b>Award</b>                       | Level 3 of the <i>Municipal Employees (Western Australia) Award</i>  |
| <b>Department</b>                  | Development Services   |
| <b>Accountable to</b>              | Manager Environmental Health   |
| <b>Accountable for</b>             | Cleaning   |
| <b>Internal Liaison</b>            | Senior staff and individual staff members  |
| <b>External Liaison</b>            | N/A  |

**POSITION OBJECTIVES:**

- Maintaining an exceptional level of cleanliness of designated areas. Manage the use of cleaning fluids and chemicals.
- To ensure that the facility is well maintained, clean and tidy and aesthetically pleasing to all users of the facility.

**REQUIREMENTS OF THE POSITION:**

| <b>Skills</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Excellent work ethics (i.e. pride in work, reliable, well presented, punctual etc). | ✓                |                  |
| Ability to work effectively and efficiently unsupervised                            | ✓                |                  |
| Good communications and interpersonal skills.                                       | ✓                |                  |
| Ability to work outside of normal office hours.                                     | ✓                |                  |
| Ability to work in standing positions for lengthy periods                           | ✓                |                  |
| Ability to work in conditions with noise levels medium to loud.                     | ✓                |                  |
| Mobility that will allow for the bending and stretching.                            | ✓                |                  |
| <b>Knowledge</b>  | <b>Essential</b> | <b>Desirable</b> |

**Shire of Dandaragan  
Position Description - CLEANER**

|  |                  |                  |
|--|------------------|------------------|
| Knowledge in using various commercial and industrial cleaning equipment. | ✓                |                  |
| Good knowledge of and commitment to safe working practices.              | ✓                |                  |
| <b>Experience</b>  | <b>Essential</b> | <b>Desirable</b> |
| Experience in all aspects of general commercial cleaning.                | ✓                |                  |
| <b>Qualifications and / or Training</b>                                  | <b>Essential</b> | <b>Desirable</b> |
| Recent National Police clearance.  | ✓                |                  |
| Ability to pass a workplace physical                                     | ✓                |                  |
| Training in safe chemical use  |                  | ✓                |
| Immunisation against Hepatitis A and B                                   |                  | ✓                |
| Valid 'C' class Drivers Licence  | ✓                |                  |

**KEY DUTIES / RESPONSIBILITIES:**

**General**

- Always adhere to the Shire of Dandaragan Employee Code of Conduct.
- Maintain confidentiality of all information obtained through employment.
- Action cleaning duties as requested by senior staff.
- Report any maintenance issues as soon as possible.
- Ensure that the building's floors are mopped, carpets vacuumed.
- Ensure council chambers and kitchen are cleaned after each council meeting. Council meetings occur on the 3<sup>rd</sup> Thursday of each month but additional council meetings may be held.
- Dishes after council functions, this may include handwashing and/or stacking the dishwasher and unpacking clean dishes.
- Ensure tea towels and tablecloths are washed and dried when required.
- Ensure toilets, kitchen and office areas are thoroughly cleaned within the designated hours.
- Ensure all windows ledges, skirting boards etc are dusted / cleaned on a regular basis.
- Ensure all entrance doors have marks / smudges wiped clean on a regular basis.
- Ensure internal bins are emptied.

**Shire of Dandaragan  
Position Description - CLEANER**

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- Ensure cleaning chemicals, hand soap, toilet paper and hand paper towel and cleaning equipment stock is ordered.
- Maintain all cleaning equipment in good working order, reporting any damage as soon as possible.
- Ensure all cleaning equipment and chemicals are stored securely after use.
- Ensure that a high level of motivation is maintained.

**Occupational Safety & Health:**

Workers have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to your supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.
- To notify senior staff when and if Material Safety Data Sheets (MSDS) need to be updated and for cleaning products.

**EXTENT OF AUTHORITY:**

Operates under the general direction of the Manager Environmental Health in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

**TRAINING, CONFERENCES, SEMINARS:**

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

**AWARD:**

General conditions of employment are offered on the basis of the *Municipal Employees (Western Australia) Award*.

# APPLICATION FORM

(Ensure to complete this form and attach to your application)



| POSITION DETAILS  |   |   |   |
|---|---|---|---|
| Position Advertised:  |   |   |   |
| Location:   |   |   |   |
| PERSONAL DETAILS  |   |   |   |
| Surname:  |   |   | Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss |
| Given Names:  |   |   | Date of Birth:  |
| Address:  |   |   |   |
| Suburb:   |   | Postcode:   |   |
| Daytime Contact No:   |   | Email:  |   |
| Nationality:  | Are you a permanent resident of Australia, or have you been granted permanent residence?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i> |   |   |
| Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:<br>Licence Class ( <i>circle</i> ): C / R / RE / LR / MR / HR / HC / MC |   |   |   |
| EMPLOYMENT HISTORY  |   |   |   |
| <input type="checkbox"/> <b>Refer to attached CV / Resume for complete details (<i>please tick if attached</i>)</b>   |   |   |   |
| Period of Employment  | Name of Employer  | Position Held   | Reason for Leaving  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| EMPLOYMENT REFERENCES   |   |   |   |
| <i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>   |   |   |   |
| <b>(Referee 1)</b> Name:  |   | <b>(Referee 2)</b> Name:  |   |
| Position Held:  |   | Position Held:  |   |
| Company:  |   | Company:  |   |
| Contact No:   |   | Contact No:   |   |
| How soon would you be able to commence work?  |   | If currently employed, what is the minimum period of notice required: |   |

| EDUCATION / TRADE DETAILS   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Refer to attached Resume for complete details ( <i>please tick if attached</i> )   |  |                                      |
| Highest Level attained (eg. Year 10, 11, 12, TAFE, University):   |  |                                      |
| Year  | Name of School / Institution   | Certificate / Qualification Obtained |
|   |  |                                      |
|   |  |                                      |
| Current Studies being undertaken  |  |                                      |
| Year Commenced  | Name of School / Institution   | Details                              |
|   |  |                                      |
|   |  |                                      |
| Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):  |  |                                      |
|   |  |                                      |
|   |  |                                      |
| SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES   |  |                                      |
| Do you consider your overall health to be: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair  |  |                                      |
| Are there any reasons you may be unable to carry out the full requirements of this position? <input type="checkbox"/> No <input type="checkbox"/> Yes, please give details:   |  |                                      |
|   |  |                                      |
| SUPPLEMENTARY DETAILS - CONVICTIONS   |  |                                      |
| Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? ( <i>You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988</i> ). <input type="checkbox"/> No <input type="checkbox"/> Yes        |  |                                      |
| Please provide details:   |  |                                      |
|   |  |                                      |
| <i>A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.</i>  |  |                                      |
| HOW DID YOU FIND OUT ABOUT THIS POSITION  |  |                                      |
| How did you find out about this position? (ie Facebook, newspaper, Shire website, local paper etc)  |  |                                      |
|   |  |                                      |
| CHECKLIST   |  |                                      |
| <input type="checkbox"/> Application Form Completed   | <input type="checkbox"/> Covering Letter   |                                      |
| <input type="checkbox"/> Position Selection Criteria Addressed  | <input type="checkbox"/> Current CV / Resume Attached  |                                      |
| <input type="checkbox"/> Required Documentation Attached  | <input type="checkbox"/> Original/s will be provided at Interview ( <i>eg. police clearance, licences, etc</i> ) |                                      |
| APPLICANT DECLARATION   |  |                                      |
| 1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying. |  |                                      |
| 2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.  |  |                                      |
| 3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.                                     |  |                                      |
| <b>Signature of applicant:</b> .....  |  | <b>Date:</b> .....                   |



69 Bashford Street  
Jurien Bay, WA 6516  
08 9652 0800  
[www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment)

