

CLEANER

Position Description

Date last reviewed April 2026



JOB SPECIFICATIONS / DUTY STATEMENT

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

Skills	Essential	Desirable
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.	✓	
Knowledge	Essential	Desirable

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Knowledge in using various commercial and industrial cleaning equipment.	✓	
Good knowledge of and commitment to safe working practices.	✓	
Experience	Essential	Desirable
Experience in all aspects of general commercial cleaning.	✓	
Qualifications and / or Training	Essential	Desirable
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 3rd 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.

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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*.

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: ____/____/____

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.