

**Position Title:** Cleaner  
**Position Number:** C010  
**Department:** Support Services  
**Section(s):** Support Services  
**Award:** Individual Contract  
**Award Level/Salary Range:** \$18.21 per hour

**Approval**

<b>Signature of CEO:</b>	<i>Signed Copy on File</i>
<b>Approval Date:</b>	July 2016
<b>Date of Effect:</b>	July 2016

## POSITION OBJECTIVES

- To help achieve best practice customer service standards and to assist staff in keeping animals in RSPCA ACT care healthy by providing a high level of cleaning support for the shelter's various facilities.

## DUTIES AND RESPONSIBILITIES

- Clean and sanitise toilets and hand basins in all restrooms.
- Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners.
- Maintain of vinyl/timber floor including buffing, stripping and polishing.
- Replenish supplies in restrooms including hand towel and soap dispensers.
- Clean and sweep paths and at entrance doors.
- Control cobweb and mildew utilising extendable equipment as necessary.
- Clean windows, door handles, taps, sinks, walls, glass doors and mirrors as required.
- Dust furniture and office equipment as required.
- Dispose of rubbish, including removing boxes, emptying wastepaper and paper recycling bins.
- Control litter including removal of material from drains and gutters.
- Clean and maintain cleaning equipment.
- Periodic intensive clean of whole buildings by moving items to access difficult areas.
- Identify any potential safety or maintenance issues and communicate them to the N002 Director of Support Services (the "DoSS").
- Comply with all policies and procedures relating to performance of tasks.
- Other appropriate duties as directed by the N008 Maintenance Officer (the "MO") or the DoSS.

## Events Support

From time to time RSPCA organises and participates in events that require preparing and moving event items to and from different areas in the shelter or from the shelter to other sites in Canberra, and back again after the event. These events may run on a weekend. They generally require some heavy lifting and cleaning.

## ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the DoSS.

- The occupant of the position takes day to day direction from the MO.

## **FINANCIAL DELEGATIONS AND AUTHORITIES**

- Nil

## **QUALIFICATIONS & PERSONAL ATTRIBUTES**

### **Qualifications & Experience**

#### *Essential*

- Good knowledge of various cleaning methods and use of cleaning equipment, eg floor buffer.
- Understanding of the use of appropriate cleaning chemicals and their safety requirements.
- The ability to independently assess levels of cleanliness and undertake such measures to ensure cleaning requirements are met efficiently.
- Familiarity with various types of electrical and manual tools and equipment.
- Ability to understand and follow policies and processes.
- Manual drivers licence.

#### *Desirable*

- Sound understanding or ability to acquire understanding of and commitment to EEO and Work Safety principles and practices.
- Thorough knowledge and understanding of Material Safety Data Sheets.

### **Personal Attributes**

- Good interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA ACT.
- High degree of motivation and demonstrated ability to work well as part of a team, but also to work independently, with minimum supervision when required.
- Organisational skills; ability to work under pressure, prioritise work and to meet set deadlines.
- Attention to detail and a high level of accuracy.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.
- Honest and reliable and willing to take direction.

## **CONDITIONS OF EMPLOYMENT**

- Detailed conditions of employment are set out in the occupant's letter of engagement, the award and any other document referred to in relevant industrial relations laws.
- Approval for overtime must be given by N001 Chief Executive Officer or the DoSS prior to being worked.

## **WORKING ENVIRONMENT AND RSPCA EXPECTATIONS**

- There is a possibility of exposure to:
  - infectious organisms
  - animal waste
  - allergens

- chemical materials requiring OHS Material Safety Data Sheets
  - hostile persons
  - vicious animals.
- You need to be willing to work weekends and public holidays on occasion.
  - You may need to work evenings on occasion.
  - You will be expected to maintain a neat and well groomed personal appearance.
  - From time to time you may be required to attend staff training sessions and staff meetings.
  - You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
  - You will be expected to implement and promote the policies and positions of RSPCA.
  - You need to demonstrate cooperative work practices and make a contribution to a positive culture.
  - Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects (up to 20kgs), repetitive bending and lifting, and repetitive arm movements.

## SELECTION CRITERIA

1. Outline your previous employment experience including previous work in a cleaning role with similar responsibilities.
2. Provide examples of where you have used you own initiative to ensure the pristine presentation of a workplace.
3. Describe the methods you would use to assess and then clean an area.
4. Please write a statement explaining why we should employ you. To assist in preparing your statement, some things we would like to know about you are: why you want to work for us, your teamwork and people skills, how you have shown initiative.

## DOCUMENT CONTROL

**Version Number:** 1.0  
**Future Review Date:** July 2017

## Position History

Date	Title/Version	Notes
July 2015	Cleaner	New Position