



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

**Casual Cleaner**



1. **TITLE and POSITION NUMBER:** Cleaner (071)
2. **LEVEL:** Level 3 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023)
3. **TERM:** Casual
4. **DEPARTMENT/SECTION/LOCATION:** Infrastructure Services/ Various facilities and locations
5. **HOURS:** Ordinary hours for this role can be worked between 5.00am and 10.00pm Monday to Sunday in accordance with the Local Government Industry Award 2020 (LGIA 2020).

**6. POSITION OBJECTIVES**

The role of the Casual Cleaner is to provide a high level of cleanliness and hygiene for Shire of Merredin facilities, community buildings and public conveniences, in a safe and efficient manner that contributes to a positive image for the Shire, when full time staff are not available. It is essential that general cleanliness and routine cleaning is maintained to ensure facilities are well-presented during hours of operation. Adherence to all required cleaning duties is essential.

**7. EXPERIENCE, KNOWLEDGE and SKILLS**

- Well-developed verbal communication skills
- Good public relations skills
- Working knowledge of the local area and Shire facilities
- Attention to detail
- Ability to follow direction and use initiative
- Ability to work independently and as part of a team

**8. KEY DUTIES/ RESPONSIBILITIES**

- Responsible for the cleaning of shire facilities, as directed, on a casual basis.
- Ensure all tasks are completed in accordance with the provided checklists.
- Complete daily and scheduled cleaning tasks in accordance with cleaning rosters.
- Perform emergency and spot cleaning when required. To maintain safe and sanitary conditions.
- Ensure that all facilities are cleaned to a high standard.
- Ensure that damage, safety hazards and maintenance issues are identified and reported to your line manager.
- Operate Shire provided cleaning equipment safely and effectively.

- Ensure the correct cleaning products and materials are used, as per safety and hygiene standards.
- Monitor stock levels and notify the relevant manager when supplies need to be replenished.
- Ensure safe handling, storage and use of chemicals in accordance with Material Safety Data Sheets (MSDS) and workplace safety procedures.
- Participate in the job training as required, to develop and maintain the necessary skills for the position.
- Cooperate with other cleaning and maintenance team members to ensure full coverage of responsibilities.
- Secure buildings after cleaning by locking doors and setting alarms (where applicable).
- Comply with all relevant Work Health and Safety policies and procedures.
- Take responsibility for own health and safety and the safety of the work environment.
- Any other duties as reasonably directed by the line manager.

## 9. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Manager Infrastructure Services

**Supervision of:** Nil

### Internal and External Liaison

**Internal:** Chief Executive Officer  
 Executive Manager Strategy and Community  
 Executive Manager Corporate Services  
 Executive Manager Infrastructure Services  
 Other Staff and employees

**External:** Councillors  
 Ratepayers/ Residents  
 Suppliers  
 General Public

## 10. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Infrastructure Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

## 11. SELECTION CRITERIA

### Essential:

- Experience with various cleaning duties using a range of cleaning equipment and

products.

- High level of organisational ability, with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.
- Ability to work flexible hours, including outside of regular office hours, or on weekends if required.
- Understanding of chemical safety and correct handling procedures.
- Current WA C Class driver's licence.

**Desirable:**

- Previous experience in a commercial cleaning role.

**12. CONDITIONS OF EMPLOYMENT INFORMATION**

- The Officer will be required to provide a satisfactory National Police Clearance, and Pre-employment Medical Examination including drug and alcohol test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/ Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<b><i>New Employee</i></b>	Employee Signature:	Date:
<b><i>Current Manager</i></b>	Manager Signature:	Date:
<b><i>Chief Executive Officer</i></b>	CEO Signature:	Date: