



## 2024 031 Cleaner – Rainbow Library and Customer Service Centre

Thank you for your interest in applying for the position of Health and Safety Officer, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Application form

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)

For further information about the position or duties involved, please contact Aiden Dent, Team Leader Facilities, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au) .

### Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



## Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION:

**Position:** Cleaner

**Department:** Infrastructure Services

**Starting Point/Location:** The position will be located initially in Rainbow. The employee may be required to change their starting point to a reasonable location within the municipality.

**Classification:** Band 1 per the Hindmarsh Shire Council Enterprise Agreement

**Employment Type:** Part Time, Permanent

### 2. CURRENCY

**Date Approved:** 28 March 2022

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Prepared By:** Angela Veitch

**Date:** 24 March 2022

**Approved By:** Wayne Schulze

**Date:** 28 March 2022

**H.R Approved:** Monica Revell

**Date:** 28 March 2022

**CEO Approval:** Greg Wood

**Date:** 28 March 2022



## Employment Details for the Position of: Cleaner

<u>Status:</u>	Part Time, Permanent
<u>Location:</u>	The position will be located initially in Rainbow. The employee may be required to change their starting point to a reasonable location within the municipality
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement
<u>Classification:</u>	Band 1
<u>Salary:</u>	\$29.44
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
<u>Sick Leave:</u>	Twelve (12) days sick leave (pro rata) per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



### **3. POSITION OBJECTIVES:**

To ensure that the relevant buildings are kept in a clean and presentable condition to suit the operational needs of the Council and presentation of the buildings are kept in a high standard for staff, visitors, and other users of the facilities.

### **4. KEY RESPONSIBILITY AREAS:**

- Clean Council buildings as requested by the Team Leader Facilities.

#### **Cleaning Responsibilities**

- Carry out cleaning activities including, but not limited to, vacuuming, sweeping, mopping, hosing, wiping, disinfecting and waste removal.
- Restock hand towel, toilet tissue and soap dispensers as necessary.
- Check that door locks, hand dryers, lights, dispensers and other items are operational and report any faults.
- Record the date and time that the amenities were cleaned and report any maintenance and equipment issues.
- Inform your supervisor of any cleaning materials or equipment requiring replenishment.
- Provide excellent customer service and make every interaction positive.
- Performing other duties within skillset as nominated by your supervisor.

#### **Corporate Responsibilities**

- Perform all duties in a courteous, efficient, friendly and professional manner.
- Immediately inform the Team Leader Facilities of any issues likely to adversely affect the performance, image or public perception of the Council.
- Immediately report any illegal activity within the organisation as per Council's policy.
- Adhere to Occupational Health and Safety policies, procedures and guidelines and use all necessary safety equipment provided and to report any defect in any such equipment, or workplace hazards as soon as they come to your attention.
- Be respectful, encouraging, cooperative and helpful to all fellow employees, and observe the principles of equal opportunity, non-discrimination, and non-bullying.
- Refrain from making public statements or issuing comments to the media unless specifically authorised by the Chief Executive Officer.
- Ensure due care is exercised in the use of buildings/equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis.
- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- Contribute to the continuous improvement and productivity of the organisation's operations.



## 5. **ORGANISATIONAL RELATIONSHIPS:**

Reports to: Team Leader Facilities

Supervises: Nil

Internal Contacts: All Staff

External Contacts: External contract cleaners and other contractors.

## 6. **OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

## 7. **RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## 8. **RECORDS MANAGEMENT**

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and



- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

**9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable to the Team Leader Facilities for the satisfactory completion of duties within the set time frames, to the appropriate standards, and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements of Council policies.

**10. JUDGEMENT AND DECISION MAKING:**

- The requirements of the position are routine and well defined.
- Resolution of minor problems may occur where possible.

**11. SPECIALIST KNOWLEDGE AND SKILLS:**

- Basic knowledge of cleaning practices.
- Basic customer service.

**12. MANAGEMENT SKILLS:**

- Nil

**13. INTER-PERSONAL SKILLS:**

- Basic oral and written communication skills.
- Interaction with members of the public.

**14. QUALIFICATIONS AND EXPERIENCE:**

- Basic cleaning experience.
- Ability to work unsupervised and use own initiative.

**15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.



**16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Council for any purpose other than the discharge of official duties.

**17. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria:

- Ability to work unsupervised and use own initiative
- Prior experience with general cleaning tasks.

---- End ---





# APPLICATION FORM

This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.**

The below must be completed in full:

<b>Position</b>	<b>2024 031 Cleaner - Rainbow</b>
<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Employment History</b>	
<b>Name of Current Employer</b>	
<b>Position Held</b>	
<b>Date employed from</b>	
<b>Roles and responsibilities</b>	
<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	

<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	

<b>Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position?</b>	Yes/No If yes, please specify:

<b>What skills and experience could you bring to this position?</b>

<b>What qualifications, licences and certificates do you currently hold?</b>

## KEY SELECTION CRITERIA

Please describe how you meet the key selection criteria (2-3 sentences)

**Ability to work unsupervised and use own initiative:**

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**Prior experience with general cleaning tasks:**

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## REFEREES

**Name**

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**Phone Number (business hours)**

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**Organisation**

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**Position**

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**Name**

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**Phone Number (business hours)**

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**Organisation**

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**Position**

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## ATTACHMENTS

Please attach copies of your qualifications, licences and certificates to this application.

Documents you believe support your application for this position including a current resumé should also be attached.

## STATEMENT

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	

### PRIVACY & CONFIDENTIALITY

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.