



## POSITION DESCRIPTION

# Cleaner

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|-----------------------------|----------------------------|
| <b>Position</b>             | Cleaner                    |
| <b>Classification Level</b> | Level 3                    |
| <b>Location</b>             | Wadeye                     |
| <b>Reports to</b>           | Community Services Manager |

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The Council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

**Service** Work performed is of the highest quality, innovative and solutions focused.

**Ethical** Applies the highest standards of integrity and ethical conduct.

**Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** Makes appropriate decisions, sound judgements and communicates effectively.

**Safe** Work practices performed apply and promote Work Health Safety standards.



## POSITION

This position will ensure that all West Daly Regional Council’s facilities located at Wadeye are clean, neat and tidy at all times.

## ROLE RELATIONSHIPS

| Internal                  | External          |
|---------------------------|-------------------|
| Chief Executive Officer   | Consultants       |
| Executive team            | Community Members |
| Regional Service Managers |                   |
| All Council Staff         |                   |

## DUTIES

### Primary Tasks

- Ensure that all Council facilities are clean and tidy at all times which includes (but is not limited to):
  - Cleaning (dusting, sweeping, vacuuming and mopping of kitchen, common areas, offices, Centrelink service area, restrooms, Council accommodation);
  - Ensure well maintained stock and efficient ordering of cleaning chemicals and equipment;
  - Stocking and supplying designated Council facilities; and
  - Performing and documenting routine inspection and maintenance activities.
- Attention to detail in maintaining high standards of hygiene in all Council facilities.
- Completion of cleaning tasks according to infection control and work health and safety requirements including the safe storage and use of cleaning chemicals.
- To promptly report any maintenance, defect and repair issues to the Community Services Manager.
- Daily collection and disposal of waste (includes moving waste to designated collection point).
- Undertake training and education as required to maintain and improve knowledge and skills pertinent to role.
- Undertake additional duties commensurate with skills and experience, as directed by the Community Services Manager.



## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the Health Safety & Risk Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties consistent with skills and experience, as directed by the Community Services Manager.

## SELECTION CRITERIA

### Essential Qualifications & Experience

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- Previous experience working as part of a close-knit team.
- Experience working as a Cleaner.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)



## Knowledge, Skills & Abilities

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- Ability to be able to carry out cleaning duties that are of a physical nature.
- An awareness of the principles of Work Health & Safety.
- Ability to be discreet and maintain confidentiality.
- Attention to detail.
- Knowledge of the local Community.

## APPROVAL

*Matthew Eastham*

Dated: 21 December, 2021

Matthew Eastham ASM  
**Chief Executive Officer**

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|---------|---------------|
| Created | December 2021 |
| Version | 1.0           |