Cleaner
POSITION DESCRIPTION



Position Number:	4031
Department:	Organisational Services
Section:	Fleet and Facilities
Unit:	Facilities
Position Status:	Permanent Part Time
Classification:	Level 3 - Rockhampton Regional Council External Employees Certified Agreement 2022
Reports To:	Supervisor Facilities Services
Revised:	November 2026

General Position Statement

This position supports Council's direction by providing effective cleaning services to Council's buildings and property.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Carry out a variety of the following duties each day as per the cleaning schedule:
  - Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors, cupboards etc.
  - Cleaning and sanitising toilet facilities and sick bays.
  - Cleaning sinks and drinking fountains.
  - Maintenance of cleaning equipment.
  - Cobweb and mildew control, utilising extendable equipment as necessary.
  - Cleaning of concrete, bitumen, asphalt and paved surfaces.
  - Disposal of rubbish and litter control including emptying of rubbish bins.
  - Dusting including office furniture, equipment, pictures, fans etc.
  - Hosing, sweeping, vacuuming, mopping etc of surfaces.
  - Vinyl/timber floor maintenance including buffing, stripping and polishing.
  - Replenish consumable items such as soap, paper towel and toilet paper.
  - Other appropriate cleaning duties as directed by the position supervisor.
- Carry out the below Chemical Handling and Storage
  - Safely prepare, use and dispose of cleaning chemicals in accordance with Safety Data Sheets (SDS), manufacturer's instructions and Council procedures.
  - Measure and dilute cleaning chemicals correctly using approved dosing systems and equipment.
  - Store cleaning chemicals securely and safely to prevent contamination, spills and unauthorised access.
  - Ensure all chemical containers are clearly labelled and maintained in accordance with workplace health and safety requirements.



  - Conduct routine inspections of chemical storage areas and report damaged containers, leaks or expired products.
  - Maintain adequate stocks of cleaning chemicals and notify supervisor of replenishment requirements.
  - Respond appropriately to chemical spills and incidents using approved spill response procedures.
  - Participate in chemical safety training and maintain awareness of hazardous substance management requirements.
- Being responsible for unlocking buildings as required, and ensuring the security of premises is maintained while undertaking cleaning duties.
- Liaise with the position supervisor for ordering and stocktaking associated with cleaning materials and equipment required for the position.
- Report any security, safety, damage concerns and building maintenance issues to the position supervisor.
- Operate, maintain and clean small machines and equipment. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to maintain a high standard of hygiene and cleanliness in Council buildings.
- Ability to carry out duties prescribed for the position to an acceptable standard as determined by the Supervisor in accordance with Council's cleaning program.
- A working knowledge of the requirements for cleaning equipment operation and maintenance.
- Reasonable level of numeracy and literacy in order to read and carry out basic cleaning functions and follow instructions with the use and storage of chemicals, materials and equipment.
- Awareness of the need for security in relation to rooms and buildings, personal property and equipment.
- Experience and a commitment to working in a team environment.
- Developing knowledge of work practices and procedures relevant to the work area.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Ability to effectively operate Council's computer systems and technology including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite, mobile devices and tablets.

Qualifications

- Experience conducting cleaning in a similar environment.
- Hold a Construction Industry Induction (White Card) or ability to obtain

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.



- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an indoor/outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to work on an 'on call' roster including after hours and weekends.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	