



**Position Description
(Including selection criteria)
February 2021**

Casual Cleaner

Shire of McKinlay
PO Box 177 Julia Creek 4823
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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m.

Position Description

Casual Cleaner

Title: Casual Cleaner

Division: Community Services

Salary Package

Salary: Queensland Local Government Employees Award

Reports to: Leading Hand Cleaner

Position Objectives

a) Objectives of Position

- To perform various cleaning duties to maintain the Mckinlay Shire Administration Offices, Library, Civic Centre, Supper Room, Works Depot, Livestock Facility, CHSP Centre and Information Centre.
- To provide domestic assistance to CHSP Clients.
- To assist with cleaning tasks at the Julia Creek Caravan Park.

b) Within Organisation

- To contribute to the efficient and productive operation of the Local Government organisation.

Organisational Relationship

a) Accountable Supervisor:

- Community Services Team Leader

b) Liaises with:

- Council staff and community members
- HACC Clients

a) Supervises:

- Nil

Selection Criteria

SC1 Skills/Requirements:

- Basic levels of skills in the use of cleaning equipment
- Sound written and oral skills
- Record Keeping skills

SC2 Qualifications or Relevant Experience:

- Previous experience in cleaning roles advantageous
- Hold a current 'C' class Queensland driver's licence
- First Aid certificate

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011.
- Awareness of correct chemical handling procedures

Duties & Responsibilities

To deliver services as required to Home and Community Care and Meals on Wheels Clients in the McKinlay Shire as follows

- To carry out all cleaning duties of area as specified. Such duties include the sweeping, vacuuming, mopping and polishing of all floors with the equipment provided, the cleaning of scuff marks etc off all walls, the clearing of cobwebs from all ceilings and under eaves external to the building, the cleaning of counters and tables (including polishing where appropriate), cleaning of toilets and urinals and keeping stocked with toilet paper and hand towels and soap, keeping mirrors and windows (internally and externally) clean, shaking out mats, washing up and cleaning in the staff kitchens, defrosting kitchen fridges on a monthly basis, washing of kitchen linen, watering pot plants, emptying rubbish bins, dusting and wiping of desks, tables and ledges and cleaning of chairs.
- To monitor and report on cleaning supplies and toilet supplies and advise the accountable supervisor in a timely manner to ensure such supplies are maintained at adequate levels.
- To ensure that the confidentiality and security of the contents of offices cleaned is maintained at all times.
- To ensure the locking of and security of the Civic Centre and Depot Office.
- To unlock and lock up for functions being conducted within the Civic Centre.
- To carry out such duties with minimal disruption to any staff that may be within the area at the time.
- To comply with all work place health and safety standards at all times.

- To comply with Council’s adopted Code of Conduct and Equal Employment Opportunity Policy at all times
- To provide domestic assistants to CHSP clients.
- Other duties as directed by supervisor
- Other duties as directed by the Chief Executive Officer

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: Nil

Statutory Responsibilities: Nil

Expenditure: Nil