POSITION DESCRIPTION

Position Title	Cleaner
Division	Municipal Employee
Reports to	Coordinator Finance
Position Classification	Level 5 Shire of Laverton Enterprise Bargaining Agreement 2017
Reviewed	May 2026

POSITION OBJECTIVES

- Perform cleaning duties primarily on afternoon shift and weekends.
- To maintain clean and hygienic environment across Council facilities, in line with health and safety standards and organisational expectations.
- To carry out routine and period cleaning duties efficiently and consistently, ensuring all assigned areas are presented to a high standard.
- To identify and report any maintenance or safety issues observed during cleaning duties.
- To contribute positively to the overall presentation, functionality, and public perception of Council facilities by providing reliable and high-quality cleaning services.
- To work collaboratively with other staff and departments as needed, and to support events, maintenance activities, or other operational requirements that may involve cleaning support.

POSITION COMPETENCIES

Skills

- Developed time management skills.
- Honesty and discretion.
- Consistency and attentiveness.
- Developing problem-solving and critical thinking skills.
- Ability to work autonomously.

Knowledge and Behaviours

- Willingness and ability to undertake instruction, and exercise good judgement and initiative in completing tasks.
- Working knowledge of occupational safety and health practices in the context of town and road maintenance.
- Being self-motivated and proactive to produce a positive outcome.
- Maintain a safe working environment for all personnel, contractors and general public using or working within the construction work area.

PRIMARY CLEANING LOCATIONS

- Administration office
- Community Resource Centre / Library
- Shire Hall – including Lesser Hall and public toilets
- Youth Centre
- Great Beyond Visitor's Centre
- Gym
- Depot
- Airport
- Burt Street units
- Other Shire areas, as required by Council

GENERAL

- Perform cleaning duties at a regular, consistent time each workday.
- Ensure all buildings are maintained to a high standard, as they represent the first point of contact between customers and Council staff.
- Promote a clean, professional image through diligent cleaning practices and attention to presentation.
- Refer to the Facilities Memo Book daily for updates to routine cleaning expectations. The book will include daily, weekly, and monthly tasks, as well as any additional or ad hoc cleaning requirements.
- Inform admin of any cleaning materials or equipment required for restock.
- Check that locks, hand dryers, dispensers and other items are operational and equipment issues.
- The Shire of Laverton entrust the cleaner with keys to all its main buildings and it is imperative that they are kept secure. Due to doing the cleaning outside working hours all doors and gates are to be locked at all times, including while doing the cleaning. This is to ensure a safe work environment for the employee and to prevent any unauthorised people to enter the Shire premises.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Coordinator Finance

Internal:

- Deputy Chief Executive Officer
- Chief Executive Officer
- Manager of Works & Services
- All staff, as required

External:

- Council
- Other Local Governments
- Public/Ratepayers