



# **Blackall-Tambo Regional Council**

## **Permanent Part-Time Cleaner**

### **Tambo Multipurpose Centre**

- **8 Hours per week.**
- **Attractive Salary.**
- **Family Friendly Hours.**

Council is seeking an enthusiastic applicant with a can-do attitude to join our Lifestyle and Communities team at the Tambo Multipurpose Centre as a Cleaner.

This position is permanent part-time and for 8 hours per week. We are looking for our Cleaner to work 1.5 hours, four days a week and one day for 2 hours. General cleaning duties include:

- Vacuuming and mopping floors;
- Bathroom and Toilet Servicing;
- Window cleaning.

This position is hands on and will require you to have fitness levels that allow you to be active for a period of two hours. If you believe this is something you are interested in, please apply.

Application forms are available on Council's website [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au) Further information can be obtained by contacting Council's Group Manager People, Culture & Safety on (07) 4621 6600 or via email at [jodie.richardson@btrc.qld.gov.au](mailto:jodie.richardson@btrc.qld.gov.au) .

Application forms should be submitted in a sealed envelope marked:

**Private and Confidential**  
**Attention: Chief Executive Officer**  
**Blackall-Tambo Regional Council**  
**PO Box 21**  
**BLACKALL QLD 4472**

**Applications close: Thursday 10<sup>th</sup> October 2024 at 3.00pm**

*"Blackall-Tambo Regional Council is an Equal Employment Opportunity Employer"*





# **Blackall-Tambo** **Regional Council**

## **POSITION DESCRIPTION**

|                              |  |
|------------------------------|--|
| <b>POSITION:</b>             | <b>PPT Cleaner – Tambo Multipurpose Centre</b>                         |
| <b>AWARD CLASSIFICATION:</b> | <b>LGIA State 2017 – Level 1 (Stream B)</b>                            |
| <b>REPORTS TO:</b>           | <b>As per Blackall-Tambo Regional Council Organisational Structure</b> |

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### **1. PURPOSE**

To provide cleaning services to the Tambo Multipurpose Centre.

### **2. RESPONSIBILITIES AND DUTIES**

- Daily Cleaning services
  - Bathroom and toilets
  - Vacuum and mop floors
  - Empty tidy bins and refill bin liners
  - Wipe along window edges
  - Other cleaning duties as directed
- Weekly cleaning services.
  - Window and Door Cleaning
  - Other cleaning duties as directed

### **3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

- Ability to work unsupervised and to follow detailed instructions.
- Knowledge and proven commitment to Workplace Health & Safety Practices.

### **4. WORKPLACE PROTOCOL**

- If illness occurs, staff should phone their immediate supervisor preferably half an hour prior to the day's start.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.
- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension, or expiry of any work - related licence.

## 5. AUTHORITY

The employee has authority to adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council and to operate within the scope of legislative requirements. All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

## 6. PHYSICAL REQUIREMENTS

### Physical Demand Category

- ☐ Sedentary Work
- ☐ Light Duty – Frequent lifting/ carrying of objects weighing up to 5kgs.
- ☒ Medium work – Frequent lifting/ carrying of objects weighing up to 10kgs.
- ☐ Heavy work – Frequent lifting/ carrying of objects weighing up to 20kgs.

### Specific Actions Required

This job may include:

#### Standing/ Walking

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

#### Sitting

- ☐ None
- ☒ Occasional
- ☐ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

#### Driving

- ☐ None
- ☒ Occasional
- ☐ 1-4 Hours
- ☐ 4-6 Hours
- ☐ 6-8 Hours

### Repetitive Motions

- ☒ Simple Grasping
- ☒ Finger Dexterity
- ☐ Fine Manipulation
- ☒ Pushing & Pulling
- ☒ Foot Movement

### This job will require the following;

| Action    | Frequent                            | Occasional                          | None                     |
|-----------|-------------------------------------|-------------------------------------|--------------------------|
| Bending   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Climbing  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Reaching  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

## 7. Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

*The following statements apply to all employees, including permanent, part-time and casual employees.*

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **health and safety duties and Duty of Care** requirements as specified Within the *Work Health & Safety Act 2011, Part 2*;
- Timely reporting all accidents, incidents, minor injuries, near misses and property damage (within 24 hours) and assisting if required, with the investigation of all incidents in the workplace;
- For a worker to use the PPE (Personal Protective Equipment) provided by the Employer after proper instruction in its use;
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself;
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
- Performing all work and associated functions in a safe, efficient and effective manner;
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers;
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist or participate in carrying out risk assessments on identified hazards;
- Identify hazards, conduct risk assessments and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace;
- To report hazards and risks in accordance with WH&S procedures;
- Establish and maintain a high standard of housekeeping within your individual work area(s) and generally within the Blackall-Tambo Regional Council's areas of responsibilities;
- Attend all toolbox, team talks and specific training (e.g. Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council;
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures;
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Team.

## 8. PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Blackall-Tambo Regional Council and specifically within your performance agreement.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Chief Executive Officer Name: \_\_\_\_\_

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

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