



# Cleaner – Shire Owned Facilities

Position Description

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## Shire of Gnowangerup Summary

The Shire of Gnowangerup is situated in the Great Southern region of Western Australia approximately three and half hours south of Perth. It has a land area of 5,000sq kilometres and approximately 1,000 kilometres of roads. There are three main townships in the Shire: Borden, Ongerup and Gnowangerup.

The Shire has approximately 100,000 hectares of farmland and supports a highly efficient livestock and cropping industry of wheat, lupines, barley, canola, clover seeds, peas, oats and fava beans. The area is noted Australia wide for its merino sheep.

The Shire has a range of education facilities including kindergartens, GP practice, district hospital, pharmacy, pre-school and primary schools, the Gnowangerup District High School and Wood-Thorpe Secondary School.

Sporting complexes are located in the three main townships of Borden, Gnowangerup and Ongerup.

## Our Vision

A community where people stay, grow and thrive.

**Stay:** A safe, welcoming place where people feel connected and proud to belong.

**Grow:** A community that develops through new opportunities, investment and learning.

**Thrive:** A place where people enjoy a high quality of life and reach their full potential.

## Our Purpose

The Shire's purpose is Connecting Community by fostering engagement and a sense of belonging.

We bring people together to build relationships, share experiences, and strengthen our sense of belonging.

Through connection and collaboration, we create a stronger, more unified community.

## Our Values

Safety, Tenacity, Integrity and Collaboration

## POSITION DESCRIPTION

<b>1. POSITION DETAILS</b>			
<b>Position:</b>	Cleaner – Shire Owned Facilities	<b>Position classification:</b>	<i>Local Government Industry Award 2020 Level 2</i>
<b>Directorate:</b>	N/A	<b>Employment type:</b>	Casual - maximum 45 hours per fortnight as required
<b>Department:</b>	Infrastructure & Assets	<b>Location:</b>	Multiple
<b>Responsible to:</b>	Depot Administrator		
<b>Oversight of:</b>	NIL		
<b>Internal and External Liaison:</b>			
Internal	Shire staff and Councillors		
External	Contractors Government Agencies		
<b>2. POSITION SUMMARY</b>			
<ul style="list-style-type: none"> <li>• Clean and maintain Shire buildings and facilities, to a high standard of hygiene and presentation.</li> <li>• Suitable for an individual with a strong desire to make a difference and contribute to the success of our community.</li> </ul>			
<b>3. SPECIFIC DUTIES/RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Perform scheduled and ad-hoc cleaning tasks to a high standard, including:               <ul style="list-style-type: none"> <li>○ Vacuuming, mopping, dusting, and sweeping.</li> <li>○ Clean and disinfect toilets, showers, sinks, mirrors, and countertops.</li> <li>○ Emptying bins and replenishing supplies (toilet paper, hand towels, soap).</li> <li>○ Removing cobwebs, spot cleaning walls, and sanitizing surfaces.</li> <li>○ Operating commercial cleaning equipment (scrubbers, polishers) may be required to maintain safe surface at Town Hall.</li> <li>○ Placing and retrieving 240L kerbside bins for waste pickup on Thursdays when required.</li> </ul> </li> <li>• Report maintenance issues or damage.</li> <li>• Maintain cleaning equipment and manage stock of cleaning products.</li> <li>• Cleaning of Shire Administration Building (twice a week, aligned with Council meetings).</li> <li>• Dishwasher - empty and stock as required after Council meetings.</li> <li>• Cleaning of Shire Depot Building (excluding workshop) (Gnowangerup) (twice a week).</li> <li>• Cleaning of Swimming Pool Office (once a week during season November to April)</li> <li>• Assist with coverage for staff absences in other areas requiring cleaning.</li> <li>• Maintain daily time sheets and other records as required</li> </ul>			

#### 4. PERSONAL RESPONSIBILITIES

- Comply with the Shire of Gnowangerup's risk management policy and procedures
- Comply with safety procedures and direction, and WHS requirements
- Comply with the Shire's Work Injury Management Program
- Not wilfully interfere with, or misuse, items or facilities provided in the interest of safety and health of Shire employees
- Report potential and actual hazards and accidents/incidents to the Works Coordinator, in accordance with the Shire of Gnowangerup's procedures for accident and incident reporting.

#### 5. ESSENTIAL SELECTION CRITERIA

- Minimum C Class drivers Licence
- Experience in general and/or commercial cleaning and familiar with cleaning equipment.
- Ability to work independently and manage time effectively with initiative to solve problems.
- Satisfactory communication and interpersonal skills (written and verbal).
- Sound knowledge of Work Health and Safety practices and safety standards and protocols for using cleaning products
- High level of honesty, reliability, and punctuality.
- Reasonable physical fitness for manual tasks (bending, lifting, kneeling).

#### 6. MEDICAL EXAMINATION

All employees are required to undertake a Medical Examination prior to commencement of employment. The Shire will issue a purchase order to cover the cost of obtaining a Pre-Employment Medical.

#### 7. WORK HEALTH AND SAFETY

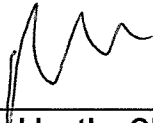
- Work with care for their own health and safety and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Not wilfully or recklessly interfere with safety equipment.
- Follow all reasonable policies and procedures.

#### 8. POLICE CLEARANCE

All employees are required to provide a Police Clearance no older than three months. The cost of obtaining a Police Clearance will be reimbursed by the Shire upon provision of receipts.

#### 9. DRUG & ALCOHOL TESTING

The Shire requires all employees to be drug and alcohol free as part of its safe working practices. Drug and alcohol testing may occur at any time.



Approved by the Chief Executive Officer

Date: 11 / 3 / 2026.

