

CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Sanitisation and Cleaning Worker

POSITION NUMBER: To be allocated

MANAGER: Manager Operations

UNIT OR TEAM Urban Infrastructure Team

APPOINTMENT: Fixed Term – six months

LOCATION: Municipal Depot, Selkirk Drive, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 3 Level A

HOURLY RATE: \$29.92

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Infrastructure)

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

<p>Flexibility We are adaptable to changing circumstances</p>	<p>Accountability We are responsible for our behaviour and actions</p>	<p>Integrity We are ethical, transparent and honest in our conduct</p>	<p>Respect We value diversity and appreciate others</p>
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

Provide support for Covid-19 pandemic sanitisation and cleaning requirements, at HRCC sites and in a range of public spaces and locations.

KEY RESPONSIBILITY AREAS:

A wide range of cleaning needs are required to be met throughout the municipality, on a changing basis but in particular in high-risk and public locations. These include:

- major council buildings
- Horsham CBD
- play and other equipment

The main tasks are cleaning/sanitisation/wiping of hard surfaces (desks, counters, chairs/office furniture, meeting rooms, street furniture, play equipment, vehicles, etc).

General

- routine daily safety check of any small items of plant or equipment used in the position, including cleaning and minor routine maintenance requirements
- keeping of an accurate daily record of work undertaken, including plant useage

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to: Co-ordinator Urban Infrastructure

Supervises: Nil

Internal Liaisons: Other employees

External Liaisons: The public

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Co-ordinator Urban Infrastructure for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- work is performed under general supervision
- there may be contact with the public or other employees which involves explanations of specific procedures and practices
- employees are accountable for the quality, quantity and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them.

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person

- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- ability to work constructively, both individually and as part of a team
- good basic IT skills
- basic first aid skills

INTERPERSONAL SKILLS:

- good English communication skills
- good personal presentation and the ability to deal courteously and efficiently with the public

LICENCES AND ASSOCIATED EXPERIENCE:

- Drivers licence

OTHER QUALIFICATIONS AND EXPERIENCE:

- knowledge and skills gained through on-the-job training in these types of duties

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Working with Children Checks will be conducted for this position. Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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