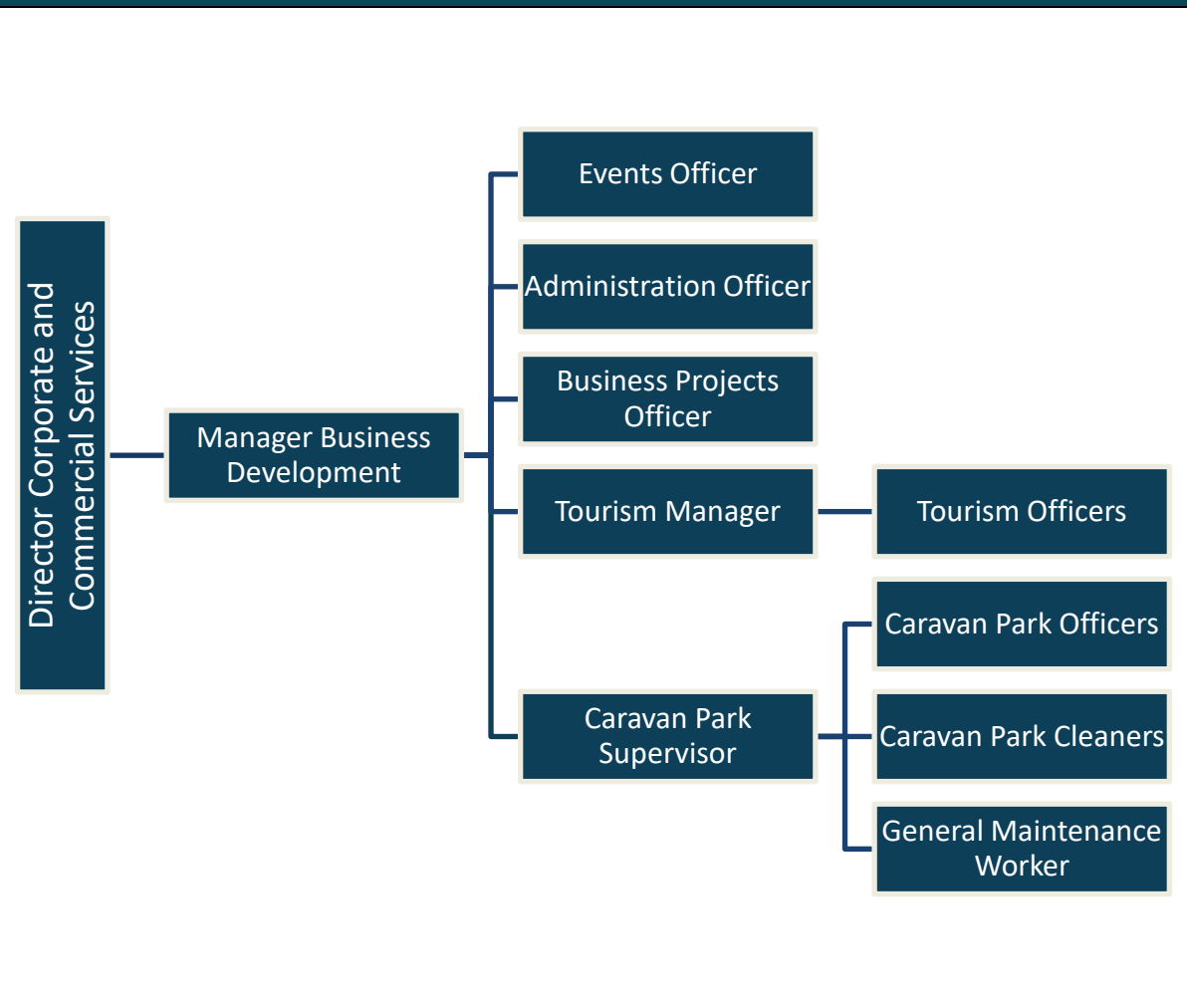


Position Title:	Cleaner Caravan Park
Position Number:	2001, 2002, 2003, 2100
Division:	Corporate and Commercial Services
Section:	Business Development
Grade:	2
Delegations:	Nil
Position FTE Hours	38

Primary Purpose of Position

To maintain the Colour City Caravan Park in a clean and tidy state.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Certificate II in Cleaning Operations (or other relevant qualification)
- Current NSW Working with Children Check (or ability to obtain prior to commencement)
- Satisfactory Criminal Record Check
- First Aid Certificate (or ability to acquire within 3 months of commencement)

Skills and Experience

- Previous experience as a cleaner in a holiday park or similar within the tourism industry
- Well organised and a strong eye for detail
- Demonstrated interpersonal skills with the ability to interact with staff/public demonstrating excellent customer service
- Understanding of work health and safety requirements and regulations relating to storage, appropriate use and disposal of cleaning materials
- Willingness to learn new skills and take on additional duties as required
- Ability to work flexible hours as part of a rotating roster that may incorporate weekend work
- Ability to work under pressure in a varied, fast paced environment.
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work unsupervised
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Keeping the Colour City Caravan Park and grounds clean and tidy at all times by carrying out cleaning duties in accordance with established procedures
- Ensuring the Caravan Park (including but not limited to cabins, vans, kitchens, cottage, amenities, laundry, toilets, and office) is clean and tidy
- Emptying all rubbish bins as required
- Undertake sweeping of any areas of the Caravan Park
- Ensuring the storage rooms are tidy and secure
- Operating all equipment in accordance with manufacturers specifications and Safe Work Method Statements
- Participate in the cleaning roster
- Provide relief during periods of annual or other leave taken by other cleaning staff
- Provide feedback and contribute to continuous improvement suggestions for the Park
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Ownership - Demonstrates "Achieves it"</p> <p><i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
Personal Attributes	<p>Ownership - Foundational "Does it"</p> <p><i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly
Relationships	<p>Customer Focus - Foundational "Does it"</p> <ul style="list-style-type: none"> • Is development required? • No Select if development is required <p><i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs
Results	<p>Plan and Prioritise - Foundational "Does it"</p> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities. Understands team objectives and own contribution</i></p> <ul style="list-style-type: none"> • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks •
	<p>Deliver Results - Foundational "Does it "</p> <ul style="list-style-type: none"> • Is development required? • No Select if development is required <p><i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i></p> <ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Technical	<p>Assets and Equipment - Foundational "Does it"</p> <p><i>Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</i></p> <ul style="list-style-type: none"> • Uses core work tools and equipment effectively <p>Maintain and effectively use work tools, equipment and Council assets</p>

Technical	<p>Health, Safety and Environment - Foundational "Does it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Consistently displays safe working behaviour • Speaks up when something is unsafe • Follows health and safety policies and procedures • Participates in safety discussions • Implement environmental controls as applicable
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Corporate Values
<p>As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:</p> <ul style="list-style-type: none"> • Respect – is honest and respectful towards others and works as part of a team • Ownership - takes responsibility for actions • High Performance - pursues performance excellence and continually looks for improvement • Customer Focus - demonstrates a customer focused approach towards internal and external customers • Safety - works safely, in accordance with Council's Work Health and Safety policy and procedures • Diversity – Champion a diverse and inclusive workplace • Leadership – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities
<p>All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours • Participating in any applicable WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable

- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General
<ul style="list-style-type: none"> • The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. • Local Government (State) Award conditions apply to all entitlements. • The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review. • Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee	
Date Signed	