

Application Package

Facility Cleaner

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Reward and recognition program
- Health and well-being program including free Gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Application Details

The Shire of Boddington is a vibrant, connected and evolving local government. Our Infrastructure Services team is actively maintaining and enhancing the Shires, facilities, parks, reserves and road networks.

As part of the Infrastructure Services Team, our Facility Cleaners play a vital part in the longevity of the Shire's facility enhancement schedule. It is through your practical experience and knowledge of commercial cleaning methods, products and equipment that our amenities remain pristine, durable and accessible for our community.

Key responsibilities include:

- Maintain Shire facilities to a high standard of cleanliness, hygiene and upkeep, in line with service standards.
- Complete internal and external cleaning duties including floor, window, rubbish removal and other general tasks.
- Safely handle and store cleaning chemicals in accordance with Material Safety Data Sheets (MSDS), while maintaining and ordering necessary cleaning and equipment and consumables.
- Report faults, maintenance issues, and incidents with facilities to the Direct Supervisor for resolution.

The ideal candidate will have experience in a similar role, with excellent attention to detail, strong organisational skills, and knowledge of safe chemical handling to maintain high cleanliness standards. A current "C" Class Driver's Licence, availability to work alternate weekends, and ownership of a reliable car are required.

The position offers:

- A competitive hourly rate of up to \$33.60 (inclusive of casual loading).
- A minimum of 12 rostered hours per fortnight with additional hours available based on the needs of the role.
- Generous superannuation (up to 23% with superannuation co-contribution scheme).
- Additional benefits including salary sacrifice and free pool and gym access.

To apply for this role, applicants should provide a resume including details of qualifications and competencies, and a cover letter outlining relevant experience. For further information about the position and application process, contact Amy Lazenby, Human Resources Officer on 08 9883 4999 or via email to hr@boddington.wa.gov.au.

Applications should be submitted to hr@boddington.wa.gov.au by 4.00pm on Monday 10 February 2025.

We reserve the right to withdraw this advertisement prior to the closing date and to commence recruitment immediately. Candidates are encouraged to apply as soon as possible.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at 4.00pm on Monday 10 February 2025.

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Amy Lazenby, Human Resources Officer on 08 9883 4999 or via email to hr@boddington.wa.gov.au.



Position Description

Title

Facility Cleaner

Department

Infrastructure Services

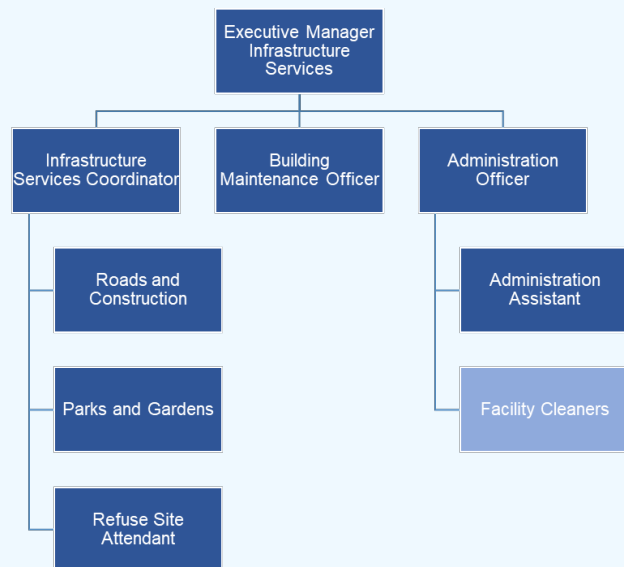
Salary & Conditions

Level 2 | Municipal Employees (WA) Award 2021

Organisational Relationships

Responsible to: Administration Officer

Direct Reports: Nil



Key Responsibilities and Duties

- Ensure that nominated Shire facilities are maintained to a high standard of cleanliness, hygiene and maintenance.
- Ensure cleaning follows service standards, infection control processes, and area-specific policies and procedures.
- Follow the cleaning schedule, completing tasks on time and to a high standard.
- Carry out internal cleaning duties including, but not limited to, maintenance of carpets and hard floor surfaces, cleaning of ablutions, furniture, fittings and windows; dusting and cobweb removal, rubbish removal, and other general cleaning tasks as required.
- Carry out external cleaning duties including, but not limited to, cleaning of verandas and covered areas, cleaning of drinking fountains, window cleaning, cobweb removal, rubbish removal, and other general cleaning tasks as required.
- Ensure safe handling and storage of cleaning chemicals in accordance with appropriate Material Safety Data Sheets (MSDS).
- Maintain and order cleaning equipment and consumables.
- Report all faults, maintenance concerns, incidents, and issues with facilities to Direct Supervisor for rectification.

General Responsibilities

Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.

- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your Supervisor.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. Demonstrated ability to communicate effectively and able to follow procedures and instructions
2. Effective organisational skills, plan and productively use time, and deliver outcomes in accordance with a schedule
3. Able to produce work of a high standard, work without supervision and within a team environment
4. Ability to recognise and apply Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines
5. Knowledge and experience working with domestic and/or industrial chemicals and materials including safe storage
6. Awareness of the need for security in relation to Council information, offices, personal property and equipment.

Desirable Criteria

1. Previous experience in relevant commercial or professional cleaning position

Employment Prerequisite

- Must be able to pass a pre-employment medical.
- Must be physically fit, able to walk and stand for long periods of time.
- Satisfactory National Police Clearance (issued within the last three months).
- Working with Children Check (as appropriate).
- Current "C" Class Drivers Licence.
- Must be available to work alternate weekends.
- Must have a reliable car.

