



CASUAL CLEANER

The Shire of Yilgarn invites applications for the position of Casual Cleaner. The primary responsibilities of the position are the cleaning of Shire owned premises including public toilets. Please note this is a casual position covering leave for 6-8 weeks and then as required. Preferred start date 1 July 2019. The applicant must have a **valid C class drivers licence.**

An information package is available at www.yilgarn.wa.gov.au. Further information can be obtained by contacting Manager Community Services – Jenny Gemund on 0491 217 156.

Written applications, addressed to the CEO and marked confidential, will be received up to **4:00pm** on **Monday 24 June 2019**.

Peter Clarke
Chief Executive Officer

Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

PLEASE NOTE: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a Pre-Employment Medical and a National Police Clearance.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

Eligibility

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Yilgarn encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

Note: Canvassing of Councillors will disqualify.

Preparing your Application

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- Application for Employment Form
 - ✓ Please complete the application form included in this information.
 - ✓ Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
 - ✓ You may wish to summarise your application and emphasise your strongest points and achievements.
- Current Resume/Curriculum Vitae
 - ✓ Personal Details – Name, address and telephone number.
 - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
 - ✓ Any activities you have undertaken outside of work which are relevant to the application.
 - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
 - ✓ Photocopies of relevant formal qualifications (if available).

- **Referees**

Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

Note: An application for one position will not be held over to be used for another position.

Closing Date

Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time, as applications received after this date are **NOT CONSIDERED**.

Lodgement of Application

You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

Written submissions

Please address your application to:

Chief Executive Officer

Shire of Yilgarn

PO Box 86

SOUTHERN CROSS WA 6426

(Mark envelope "Confidential" and title of the position applying for)

Hand delivery

You can hand deliver your application to:

Shire of Yilgarn – Administration Office

23 Antares Street

Southern Cross WA 6426

Between 8:30am and 4:30pm – Monday to Friday.

Electronic (Emailed) submissions

Please ensure that your application is submitted in Microsoft Word compatible format. Send application to payroll@yilgarn.wa.gov.au

Post Application Process

- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

Interviews

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, Supervisor, and Manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

Records

Your application and any information gathered on your application throughout the recruitment process will be kept confidential for a period no longer than six (6) months and disposed of securely.

Offer of Employment

If offered the position, and prior to appointment, prospective employees may be required to undertake the following:

- Pre-Employment Medical Examination
Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This may also include a Drug & Alcohol Screening Test.

The cost of the Pre-Employment Medical Examination will be met by the Shire of Yilgarn after appointment.

- Police Clearance
The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.

Queries?

If you require any further information or have any questions regarding the position, your application or the selection process, please contact Human Resources on 9049 1001.

CONDITIONS, BENEFITS AND REMUNERATION

The following Conditions of Employment are as per:

- Shire of Yilgarn Enterprise Agreement 2017 and/or
- Local Government Industry Award 2010 (LGIA) and/or
- National Employment Standards (NES)

and the below mentioned conditions should not be construed to be the limitations of conditions.

STANDARD CONDITIONS:

Equal Employment Opportunity

The Shire of Yilgarn is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in your 'Council Staff Policy Manual'.

Working Hours

As required.

Annual Leave

Not applicable for casual employees.

Personal/Carer/Bereavement Leave

Not applicable for casual employees.

Superannuation

Currently the Shire of Yilgarn contributes compulsory superannuation of an employee's gross pay (excluding allowances) at 9.5% as per the Superannuation Guarantee.

Probationary Period

A probationary period of three (3) months is applicable to this position (unless otherwise specified). During the period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.

Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

Code of Conduct

All staff are to be familiar with and abide by the adopted Staff Code of Conduct. A copy of the Code is available for all staff to read.

ADDITIONAL BENEFITS:

The following additional benefits are applicable to the Shire of Yilgarn employees and are above the requirements of the Local Government Industry Award 2010 and the National

Uniform Allowance

Protective equipment is supplied by the Shire of Yilgarn as per Shire of Yilgarn Enterprise Agreement 2017.

APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Yilgarn. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact No:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you currently hold a Visa allowing you to work in Australia? <i>(If yes, please attach a copy.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current Motor Vehicle Driver's Licence? <i>If yes, please provide details:</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
State:	Class(es):	No#:	Expiry:
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check <input type="checkbox"/> willing to obtain clearance/s. OR			
RECRUITMENT SOURCE			
How did you first become aware of this vacancy?			
<input type="checkbox"/> Shire of Yilgarn website			<input type="checkbox"/> Other website
<input type="checkbox"/> Local Government Jobs website			<input type="checkbox"/> Local newspaper
<input type="checkbox"/> WA Govt Jobs website			<input type="checkbox"/> West Australian
<input type="checkbox"/> Word of mouth			<input type="checkbox"/> Other
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter			<input type="checkbox"/> Resume / Curriculum Vitae
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work: <i>(If currently employed, what is the minimum period of notice required?)</i>			

Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH			
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide details of condition:			
WORKER'S COMPENSATION CLAIM			
Have you ever made a Worker's Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please describe claim details (e.g. year of injury, what type of injury, company worked for, period of time off work, etc.):			
Year of Injury	Type of Injury	Name of Company	Period of time off work
Are any claims still current? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide details of current claims:			
CRIMINAL CONVICTIONS			
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes", please provide details:			
APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. (If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)			
Applicant's signature:		Date:	

POSITION DESCRIPTION

POSITION TITLE:	Domestic Services Officer – HR-PDC-033
DEPARTMENT:	Community
LEVEL:	1
AWARD:	Shire of Yilgarn Enterprise Agreement 2017
STATUS:	Casual
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

- 1.1. Ensure Shire office and specific public buildings are cleaned to a high standard for staff and public use, through safe and efficient use of equipment and resources. This Officer may also be required to clean from time to time Shire owned residential premises;
- 1.2. Operate effectively, working unsupervised and/or within a small team, to complete various cleaning tasks under the direction of the Manager Community Services;
- 1.3. Assist with the achievement of Council's objectives by carrying out cleaning duties in a safe, efficient and effective manner.

2. GENERAL JOB RELATED INFORMATION:

- 2.1. The person must be physically fit as some of the work is physically demanding as it involves bending, lifting and handling various types of tools and equipment;
- 2.2. Protective clothing will be supplied and must be used when required;
- 2.3. You will be required to perform your duties at the Council owned buildings within the Shire of Yilgarn.

3. KEY DUTIES AND RESPONSIBILITIES:

- 3.1. Completion of various tasks involving the cleaning of Council buildings, including but not limited to: offices, halls and public amenities – in accordance with the Schedule of Cleaning Duties;
- 3.2. Employees who clean the Community Centre and Sporting Complex will need to visit the Shire Administration Office at least once, if not twice a week to check the hall bookings book so they know when their building is being hired to ensure it is ready for the hirer;
- 3.3. Operation/operator maintenance of cleaning plant/equipment in a safe efficient manner;
- 3.4. Responsible for materials, tools, equipment, plant used by self to maintain them in a suitably clean and useable condition;
- 3.5. Responsible for quality of own work under routine direction;
- 3.6. Required to ensure safety on work sites of self and public in accordance with safe working procedures;
- 3.7. Any other duties consistent with the level of this position and the principles of broad banding.

4. ORGANISATIONAL RELATIONSHIPS:

- 4.1. Responsible to
Manager Community Services
- 4.2. Supervision of
None
- 4.3. Liaison
Internal External
Senior Management
Other staff

5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6. EXTENT OF AUTHORITY:

- 6.1. Works under general supervision and work outcomes are regularly monitored by the Manager Community Services;
- 6.2. Responsible for assuring quality of own work.

7. SELECTION CRITERIA:

- 7.1. Essential
- 7.1.1. Basic cleaning skills;
 - 7.1.2. Basic verbal/written communication skills;
 - 7.1.3. Sound time management skills;
 - 7.1.4. Developed knowledge of safe working practices and procedures (for self, other workers and public);
 - 7.1.5. Demonstrated experience in safe use/operator maintenance of cleaning chemicals as well as various items of cleaning plant and equipment;
 - 7.1.6. Hold a current WA "C" class drivers licence;
 - 7.1.7. Provision of a National Police Clearance (no older than 3 months).
- 7.2. Desirable
- 7.2.1. Demonstrated experience in the cleaning of public buildings and amenities;
 - 7.2.2. Current First Aid qualification.

8. TRAINING:

Council will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

9. PERFORMANCE REVIEWS:

- 9.1. Reviews shall be conducted annually on the following Key Performance Indicators:
 - 9.1.1. Quality and standard of workmanship in cleaning tasks;
 - 9.1.2. Timeliness of completion of allocated tasks;
 - 9.1.3. Adherence to safe work practices;
 - 9.1.4. Effectiveness working unsupervised and/or within a small work team

10. SALARY DETAILS:

Hourly rate = \$22.79 + 25% casual loading