



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

JOB & PERSON SPECIFICATION

Cleaner

Job Specification

POSITION: Cleaner

REPORTS TO: Procurement and Facilities Coordinator

CLASSIFICATION: Level 1 / Level 2

Job Purpose

The Cleaner will be responsible for delivering an efficient cleaning service that maintains a safe and hygienic working environment across the Animal Welfare League of South Australia Inc. (AWL) sites.

Key Responsibilities / Accountabilities

- Provide exemplary levels of service for internal and external customers.
- Clean public areas and office spaces including waste disposal.
- Clean main floor areas utilising mechanical scrubber and/or vacuum.
- Clean and remove dust/dirt from all areas including but not limited to lifts, walls, blinds, furniture, skirting, pictures, railings, windows, etc.
- Clean, sweep and mop toilet areas and replenish sanitisation supplies.
- Assist in restocking and warehouse functions as required.
- Support the development and implementation of better practices.
- Complete other duties as reasonably directed.

Reporting Relationships

Reports to the Procurement and Facilities Coordinator.

Work Health and Safety

All staff and volunteers have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.

- Use equipment provided to protect health and safety.
- Follow reasonable instructions given on health and safety.
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others.
- Report accidents, injuries, property damage and health and safety incidents.
- Participate in activities associated with the management of workplace health and safety.

Person Specification

Education, experience and skills

- Demonstrable experience in commercial cleaning.
- Ability to learn, organise and prioritise work.
- Strong attention to detail with an outcome focus.
- Effective time management skills.
- Commitment to the mission, values and strategic planning of the AWL.
- Ability to understand and interpret relevant policies, procedures and legislation.

Special Requirements

- Applicants must be functionally assessed to ensure physical ability to complete the physical demands of the position.
- Willingness to work across different AWL locations as required.
- Additional hours may be required to meet business needs.
- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of the AWL.

Performance Standards

The performance of the incumbent will be measured by the extent to which the position responsibilities are achieved, specifically:

- Ability to set priorities, plan workload and meet deadlines as instructed by Facilities and Procurement Coordinator.
- The degree of professionalism and flexibility displayed.
- Reliability, quality, efficiency and courteousness of services delivered.
- Effective teamwork and contribution to the achievement of team goals.
- Positive customer feedback.

I have read the requirements and responsibilities outlined in this position description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____