



SHIRE OF THREE SPRINGS

Casual Cleaner

INFORMATION FOR CANDIDATES

October 2021

Shire of Three Springs – Casual Cleaner

TABLE OF CONTENTS

1. ADVERTISEMENT (FULL).....	3
2. INFORMATION FOR CANDIDATES	4
3. ABOUT THE SHIRE OF THREE SPRINGS	6
4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS.....	7
5. POSITION DESCRIPTION.....	7

Shire of Three Springs – Casual Cleaner

1. ADVERTISEMENT (FULL)



POSITION VACANT CASUAL CLEANER

A vacancy has arisen for a casual position of a cleaner with the Shire of Three Springs. The position undertakes general cleaning tasks across a range of Council facilities located in the Three Springs town site.

Cleaning experience is preferred, but not essential. The position hours vary and will be discussed at the time of appointment.

Travel between Shire premises to undertake cleaning duties is with your own vehicle with an allowance of \$15.00 per fortnight paid in accordance with Council policy. All cleaning tools, equipment and consumable items are supplied by the Shire.

Commencement will be as soon as available and a full briefing on facilities and tasks will be undertaken.

A Pre-Employment Medical and Police Clearance are required to be supplied before commencement. Council will meet the cost in obtaining these.

Job Description and further information for this position is available on the Shire Website www.threesprings.wa.gov.au or email enquiries can be made to depotadmin@threesprings.wa.gov.au

Applications (including the names of two referees) marked 'Private and Confidential' should be addressed to the Chief Executive Officer, Shire of Three Springs, PO Box 117, Three Springs WA 6519, and be received by **4.00pm Friday the 29th of October 2021**.

A handwritten signature in black ink, appearing to read "Keith Woodward", is written over a horizontal line.

Keith Woodward

Shire of Three Springs – Casual Cleaner

Chief Executive Officer

2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Shire of Three Springs – Casual Cleaner

Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical and Police Clearance

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense. The successful applicant will be required to provide a Police Clearance (Council will reimburse the cost of this).

Housing

Housing is not available for this position.

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Three Springs

PO Box 117

THREE SPRINGS WA 6519

Further Information

Should you require further information about the position, please contact Depot Administration Officer on 9954 1001 or depotadmin@threesprings.wa.gov.au

Shire of Three Springs – Casual Cleaner

3. ABOUT THE SHIRE OF THREE SPRINGS

Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2,629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey, community gym and badminton courts available at the Shire Hall.

The town has a resident Doctor operating from the Shire's fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and rural suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

Shire of Three Springs – Casual Cleaner

4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS

Conditions will be in accordance with the current Municipal Employees (Western Australia) Award 2021

Award	LEVEL 1 - MUNICIPAL EMPLOYEES (WESTERN AUSTRALIA) AWARD 2021
Position Description	Casual Cleaner
Commencement Date	October 2021
Hours of Work	Hours are flexible as discussed and can fit in with your other work commitments. The hours are to be undertaken to ensure that there is no or minimal disruption to normal work activities occurring at the premises being cleaned.
Wages	Current Award hourly rate is set at \$19.9849 per hour. Casual Loading is calculated at 20% which equates to an hourly rate of \$23.9819. Overtime rates apply to time worked on weekends or on a Public Holiday.
Housing	Housing is not available.
Superannuation	Council pays the compulsory superannuation of 10% with a further 3% Council contribution available subject to a minimum of 5% personal contribution.
Annual Leave	Casual appointment does not accrue leave.
Probationary Period	A three month probationary period applies after which ongoing employment will be confirmed.
Performance Review	A Staff performance review will be undertaken each year.

Shire of Three Springs – Casual Cleaner



5. POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Title:	Casual Cleaner
Classification:	Cleaner
Tenure:	Commence with 3 month probation
Award Level:	Level 1 - Municipal Employees (Western Australia) Award 2021

2. POSITION OBJECTIVES

Maintain Councils properties in a high standard of cleanliness and neat presentation

3. KEY RESPONSIBILITY AREAS

1. Monitor and maintain the cleanliness, appearance and presentation of Councils properties and take action to maintain the high standards expected.
2. Adhere to safe work practices as per the Shires OHS policies.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Manager of Works and Services

Internal Liaisons: Chief Executive Officer
Deputy Chief Executive Officer/Manager of Finance
Building Maintenance Officer
Other Council staff and employees

Shire of Three Springs – Casual Cleaner

5. PERFORMANCE CRITERIA

1. To maintain the Shire Offices including Council Chambers and Reception Room, Recreation Centre, Football Pavilion, Hockey Toilets, Craft Toilets, Community Gym, Depot Office and break room and Public Toilets in a high standard of cleanliness for public use of these facilities.
2. To carry out cleaning duties when required by Manager of Works and Services at the Shire Employees houses as needed.
3. To be self-motivated and able to work under supervision of the Manager of Works and Services.
4. To adhere to Shire OHS policies and promote safety in the workplace.
5. To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct.
6. To contribute positively and productively to a harmonious workplace and to the fulfillment of all duties.
7. To identify and report damage/maintenance requirements to the Manager of Works and Services.
8. To identify and report any actual or perceived hazards/dangers to Manager of Works and Services.
9. Refer to list of duties which has a minimum requirement of cleaning expectations.

6. SELECTION CRITERIA

Essential

1. Basic knowledge of Chemical uses and safety.
2. Basic knowledge of reading and understanding Material Safety Data Sheets.
3. Hold a current "C" class Motor Driver's License.
4. Prepared to undergo a Police Clearance if required

7. Knowledge, Skills and Experience

Skills

1. Basic time management skills.
2. Basic verbal and written communication skills.
3. Basic public relations and interpersonal skills.
4. Basic skills in the use of cleaning equipment including commercial floor polisher.

Shire of Three Springs – Casual Cleaner

Knowledge

1. Basic knowledge of chemical use and safety.
2. Basic knowledge of reading and understanding Material Safety Data Sheets.

Experience

1. Experience in cleaning preferred but not essential.

Qualifications and/or Training;

1. Hold a current “C” class Motor Driver’s License.
2. Preferably hold a basic Life Support First Aid Certificate.

Date 13/10/2021