JOB DESCRIPTION
ATTENDANT CASUAL CLEANER

REPORTS TO: Cleaning Supervisor
SUBORDINATE POSITIONS: Nil
AWARD: Wollongong UniCentre Services Agreement
SECTION: Cleaning

JOB SUMMARY
To perform a full range of duties and responsibilities to ensure a high quality standard of cleanliness is maintained throughout the areas UniCentre cleans.

CUSTOMER SERVICE:
1. To ensure excellent and professional cleaning standards are provided in UniCentre service areas.

FINANCIAL CONTROL:
2. Not Applicable.

PEOPLE AND CULTURE:
3. Ability to work in a team based environment.

BUSINESS PROCESS AND INNOVATION:
4. Ensure excellent and professional service at all times.
5. Cleaning of certain areas of UniCentre buildings, including toilets, in accordance with schedules and detailed duty statements as amended from time to time.
6. General assistance to users of the building and patrol of the premises.
7. Other reasonable cleaning duties as may from time to time be directed by the Cleaning Supervisor.
8. Lock-up procedures.
9. Use of specialised cleaning equipment.
10. Good organisational skills.
11. Skills in customer relations.
12. Use of Motorised and manual cleaning equipment
13. Ability to organise work flow in high traffic areas and a busy environment
14. Communicate and liaise with team members, kitchen and other areas of operation
15. Able to work a flexible roster including evening and weekend work where necessary.
16. Be aware and understand all relevant Wollongong UniCentre Ltd guidelines and policies.
17. Maintaining a high level of Work Health and Safety practices

18. To follow written operational procedures and work methods for all areas of the service, ensuring consistent, high quality standards.

OTHER:

1. Other reasonable cleaning duties as may from time to time be directed by the Cleaning Supervisor

2. To be highly organised and responsible with cleaning equipment/chemicals and have the ability to work with limited supervision.

WORK HEALTH AND SAFETY:

3. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures


5. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

6. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

7. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ___________________________  Date: ______________

Employee

Signed: ___________________________  Date: ______________

Manager
PERSON SPECIFICATION

1. Experience in commercial cleaning

2. Previous experience in the use of motorised cleaning equipment

3. Knowledge of and ability to use cleaning chemicals

4. Ability to move furniture and equipment

5. Ability to work as part of small team

6. Ability to work a flexible roster

7. Knowledge of lock up procedures

8. Previous experience in setting up rooms

9. Knowledge of Work Health & Safety

*All applicants are strongly advised to address each criterion individually in their application*