

POSITION DESCRIPTION

POSITION TITLE	Commercial Cleaner		
POSITION OVERVIEW	<p>This position is responsible for maintaining cleanliness and sanitation in commercial and business establishments – offices, childcare centres, community centres and other public or private spaces.</p> <p>The primary goal of a Commercial Cleaner is to ensure that the premises are clean, safe and presentable for employees, customers and visitors.</p> <p>This role is crucial in creating a positive impression of the establishment and contributes to a healthy and productive environment.</p>		
CLASSIFICATION	WCS Level 3	SERVICE AREA	Social Enterprise – General Maintenance
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual	HOURS PER WEEK	20
LOCATION	Callam Office, Building C, Level 1, 50 Easty Street, Phillip ACT		
IMMEDIATE MANAGER	Social Enterprise – Maintenance and Gardening Coordinator		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	Social Enterprise Project Lead, Manager ICT, Facilities & Security, Facilities & Security Coordinator, Aged Care and Disability Manager, Internal Staff		
EXTERNAL	ACT Property Group, Scentre Management, Ray White Commercial, ACT Government – Suburban Land Agency, suppliers, customers/clients		
KEY ACCOUNTABILITIES			
<p>This position has the following key areas of responsibility:</p> <ul style="list-style-type: none"> • Cleaning and Sanitisation: Perform routine cleaning tasks, including but not limited to vacuuming, mopping, dusting and disinfecting surfaces. Ensure restrooms, common areas, and meeting rooms are well-maintained and adequately stocked with supplies. Follow established cleaning procedures and protocols to maintain a high level of cleanliness and hygiene. • Maintenance and Upkeep: Identify and report any maintenance issues, such as broken fixtures, faulty equipment, or safety hazards, to the appropriate channels. Assist in coordinating repairs and maintenance activities as needed. Regularly inspect premises to ensure all areas are well-maintained and in optimal condition. • Inventory Management: Monitor and replenish cleaning supplies, toiletries, and other consumables necessary for maintaining cleanliness. Keep track of inventory levels, place orders when needed, and ensure stock rooms are organised and well-stocked. • Waste Management: Collect and dispose of trash, recyclables, and other waste materials in accordance with established guidelines and regulations. Ensure waste disposal areas are clean and properly maintained. • Compliance and Safety: Adhere to all health and safety regulations, including the proper use of personal protective equipment (PPE) and the safe handling and storage of cleaning chemicals. Follow established protocols for handling emergencies or hazardous situations. 			

- **Team Collaboration:** Collaborate with the cleaning team and other staff members to ensure seamless operations. Coordinate cleaning schedules and support fellow team members as necessary.

General

- Other duties may be required and assigned as necessary by the manager.
- Ensure your safety, the safety of the community, service users and your colleagues by always following the WCS Work Health and Safety Policy and Procedures.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable to the role.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Prior cleaning experience (highly preferred) with a high standard for cleanliness. • Familiarity with various cleaning equipment, techniques, and products. • Demonstrated time-management skills, attention to detail and ability to prioritise multiple tasks and keep them moving promptly. • Ability to work independently with minimal supervision. • Ability to follow instructions and adequate literacy and numeracy skills to read instructions and measure cleaning fluids. • Sound knowledge and awareness of the relevant health and safety standards. • Flexible in working hours, able to work days, evenings and weekends when necessary. • Ability to maintain and promote a positive image of the work of the social enterprises and their participants to the general community.
Desirable	<ul style="list-style-type: none"> • Excellent written and oral communication skills
Other	<ul style="list-style-type: none"> • Demonstrate commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory National Police check and maintaining a current ACT Working with Vulnerable People registration. • Full Drivers Licence.

Document History	Original: July 2023	Revised:	Version: 1
Employee's name		Signature	DATE