

Cleaner

Purpose

This position exists to provide a clean and hygienic working environment at the Hill Labs branch.

Education

- Basic numeracy and literacy

Work Experience

- At least one year of work experience, including previous cleaning experience.

Skills

- Understanding and knowledge of cleaning supplies and chemicals.
- Strong communication and time management skills.

Key Focus

- **Daily cleaning:** All office, laboratory and common area spaces (such as the cafeteria, entrance ways, walkways, work up space and toilets) in accordance with a daily/weekly schedule.
- **Deep cleaning:** Regular / scheduled deep cleaning of the office, laboratory and common area spaces.
- **Rubbish management:** Regular clearing of bins, and contribution towards the organisation's recycling efforts.
- **Stock maintenance & control:** Maintain and replenish bathroom and cleaning supplies as required, ensuring sufficient stock of cleaning chemicals and consumables are maintained at all times. Maintain a minimum stock level to ensure continuity of supply
- **Health, Safety & Wellness:** Responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures, and ensure the safety and wellbeing of those within the work environment.
- **Quality:** Adhere to quality standards and principles and Environmental Management Policy at all times. Participate constructively in all continuous improvement initiatives.

Disclaimer: The purpose of this document is to provide an insight into the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultations with the job holder in response to the changing needs of the organisation and the nature of our work. Employees may be asked to perform other duties as reasonably required by the employer in accordance with the role environment.

Behavioural Competencies

- **Demonstrates Self Awareness:** Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
- **Effective Collaboration:** Builds positive relationships and rapport to work collaboratively with others to meet shared objectives.
- **Results Focused:** Consistently achieves results, even when faced with tough challenges.