



BOROUGH OF QUEENSCLIFFE

POSITION DESCRIPTION

1. POSITION TITLE

Caravan Park – Amenities Cleaner (casual summer position)

This position is based at the Queenscliffe Tourist Park (Queenscliffe Recreation Reserve/Victoria Park) located in Queenscliff.

2. CLASSIFICATION

Band 1 of the Borough of Queenscliffe Enterprise Bargaining Agreement.

Casual, fixed term summer season position from December 2024 until 2 February 2025.

APPROVED BY:

Martin Gill
Chief Executive Officer

DATE APPROVED:

29 November 2024

3. POSITION OBJECTIVES

To provide quality cleaning of the Queenscliffe Tourist Parks amenities (toilet/shower blocks), and undertake cleaning of the camp kitchen/park barbeques/laundry/cabins as required.

4. KEY RESPONSIBILITY AREAS

4.1 Cleaning

- Undertake regular cleaning of the amenities blocks to ensure a high level of cleanliness in these facilities.
- As required, undertake cleaning of the camp kitchen, park barbeques and laundry.
- As required, undertake cleaning of the caravan park cabins.

4.2 Common Responsibilities – Risk Management and Occupational Health and Safety

- Comply with Council's risk management and occupational health and safety policies and practices.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, Council's customers or the community in general, in accordance with policies, training and instruction given.

- Report to your supervisor and/or Manager any risk exposure, loss or damage. Risks arising in the workplace may relate to personnel/OHS, plant and property, financial/liability, business interruption or reputation.
- Report to your supervisor and/or Manager any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Participate in programs to improve risk management including health and safety within the workplace.

4.3 Common Responsibilities – Other

- Ensure that Records Management policy, procedures and guidelines are fully complied with.
- Participate in organisational development including training, annual performance appraisals and meetings as required.

4.4 Other

- Perform other duties and responsibilities that are reasonably expected within the scope of this position.

5. ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Customer Experience

Supervises: Not applicable

Internal Liaisons: Other Council staff

External Liaisons: Caravan park visitors
General Public

6. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Manager Customer Experience for the efficient and effective provision of services in this position. Work will be performed in accordance with established guidelines.

7. JUDGEMENT AND DECISION MAKING

- Work is routine and clearly defined but position may require resolution of minor problems that relate to the immediate work task.

8. SPECIALIST SKILLS & KNOWLEDGE

- No specialist skill is required but a background in cleaning, preferably commercial cleaning, is desirable
- Ability to provide courteous customer service at all times.
- Ability to accurately maintain simple written cleaning records.

9. MANAGEMENT SKILLS

- Not applicable

10. INTERPERSONAL SKILLS

- May require basic oral communication skills with caravan park visitors, other employees and the public
- Basic written communication skills required to complete cleaning records and read safety data sheets of cleaning products

11. QUALIFICATIONS AND EXPERIENCE

- Cleaning experience, preferably in a commercial/public amenities environment, is desirable
- Experience with dealing with the public is desirable

12. KEY SELECTION CRITERIA

Applicants should address each of the following selection criteria:

- Commercial or other cleaning experience
- Ability to work conscientiously and well with others

Child Safe Standards

Inspired by the Borough of Queenscliffe's Latin motto, *Statio Tutissima Nautis*, that translates as 'the safest anchorage for seafarers', Council is committed to creating a safe and friendly working environment where people are respected, valued and encouraged to do their best and where our customers and young people are also respected, valued and made to feel safe. Council is also committed to ensuring its legislative obligations, in particular the *Working with Children Act 2005* are met and understood.

In line with Council policy and procedures, all positions within Council are required to have a current employee Working with Children Check (WWCC). All prospective employees cannot commence work at the Borough until they have a valid employee WWCC that references the Borough of Queenscliffe as their employer. All prospective employees will be required to undertake a criminal history check (police check) before commencing employment with the Borough of Queenscliffe. Both of these checks are to be organised by the potential employee and will be reimbursed by the Borough of Queenscliffe.

Equal Opportunity Statement

Council's Policy on Equal Employment Opportunity reflects our desire to enjoy and promote a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability. The key policy principles are:

1. The Council of the Borough of Queenscliffe is wholly committed to the principles of Equal Employment Opportunity.
2. The Borough of Queenscliffe will ensure fair, equitable and non-discriminatory consideration is given to all job applicants regardless of age; disability; sex; sexual orientation; race; employment activity; gender identity; lawful sexual activity; marital status; industrial activity; political belief or activity; physical features; breastfeeding; pregnancy; parental status or status as a carer; religious belief or activity; and personal association with a person who is identified by reference to any of these attributes.
3. Selection of an individual for employment, promotion or advancement, training and staff development will be on the basis of the person's merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.

Approved:



Martin Gill
CHIEF EXECUTIVE OFFICER

Date: 29 November 2024