

Position Description

Casual Cleaner

To perform all duties associated with PP&VA cleaning operations at the Joan including servicing of our 3 theatre spaces, 2 large foyers, backstage, dressing rooms, 23 studios and group classrooms, 3 offices and 3 public toilets. The casual cleaner position will be in support of our senior cleaner on alternate days of work and in addition as required through busy venue periods.

Essential Job Functions

- Maintain and carry out scheduled cleaning and minor maintenance duties as required.
- Carry out cleaning duties as required for events and functions and ensure specific requests are met. Ensure all public areas are maintained to a high standard of cleanliness and hygiene for guests, patrons and visitors (including theatres, galleries, halls, studios, corridors, foyers, carpets, lifts, public and staff toilets, staircases, fire stairs, glazing, kitchen, bars, conference rooms and stores).
- Ensure prompt efficient and courteous service to all staff, patrons and visitors and deal with all customer service situations in a positive, friendly and helpful manner.
- Notify appropriate staff regarding maintenance requirements and equipment that requires repairs.
- Maintain and restock the cleaning trolley and store areas to allow efficient servicing of the building.
- Ensure procedures are followed for manual lifting and seeking assistance to move heavy objects.
- Maintain security in the workplace and keep all rooms, theatres, halls and storerooms locked as required.
- Record all injuries in the injury register and notify the Venue Manager immediately.
- The Cleaner facilitates the efficient cleanliness of all venues and ensures the provision of excellent service to staff, visitors and patrons.

Other Responsibilities

- Ensure that The Joan is maintained to a high standard of security and cleanliness and hygiene for all our staff and guests.
- Ensure effective liaison and consultation with the Senior Cleaner, the Venue Manager and The Joan staff as required and expected.
- Maintain building safety keeping all entrances and egress areas clear and unobstructed at all times & hazards appropriately made aware to all in immediate surroundings.
- Attend staff meetings and training as required.
- Ensure keys and cards are kept on person at all times during shift and returned at the end of the shift as required.
- Appropriate clothing, safety equipment and protections are worn and used as required.
- Maintain teamwork by approaching duties in an enthusiastic and positive manner and assist other staff in any task or duty as required to ensure continual efficiency in the workplace.
- Ensure security and safety of site (follow all established procedures, safety protocols and alarm activation/deactivation)

Education and Experience

- Public and facility cleaning experience.
- Demonstrated verbal and written communication skills.
- Demonstrated handling of chemical knowledge.
- Proven experience of correct manual handling techniques.
- Demonstrated capacity to work independently and proven customer service skills.

Working conditions

Working Conditions	Details
Rate of Pay	LGA Level 2 - \$33.38 per hour
Hours of work	Variable amount of hours based on venue demand. 3 - 6 hour shifts mostly early mornings. Minimum call of 2 hours.
Rostering	Rostering is complete 4 weeks in advance. Additional shifts may be offered in this time.
Work environment	Multi venue building, 3 theatre spaces, 2 large foyers, backstage and dressing rooms, 23 studios and group classrooms, 3 offices and 3 public toilets.
Travel requirements	No travel required. All work will take place on site.
On-call responsibilities	N/A
Special conditions or requirements	Must be available mornings of Friday/Saturday Mornings for majority of shifts. Additional shifts during the week may be available depending on Events. Must be able to work autonomously.

Expectations

- Work completed is accurate and attention to detail is demonstrated
- Work from The Joan site and carry out all duties as required
- Initiative is used in solving workplace problems and contribution is made to workplace change
- Punctuality and attendance is satisfactory and leave is planned well in advance
- Time is managed efficiently and work is completed within reasonable timeframes
- Work is completed in line with WHS guidelines and contribution is made to WHS consultative process
- Effective communication and interpersonal skills are applied
- Motivation and cooperation are demonstrated
- Undertake training as directed
- Commitment to EEO and anti discrimination is demonstrated
- PP&VA resources are used efficiently

Values and Behaviours

Penrith Performing & Visual Arts and Staff support the following Values and Behaviours	
Integrity	<ul style="list-style-type: none"> ● I am honest, ethical and maintain public trust ● I do what I say I'm going to do and I stand up for what I believe in ● I set a standard to be proud of amongst the community ● I do the right thing - even when no-one is looking
Selflessness	<ul style="list-style-type: none"> ● I am willing to put others before me and assist them when needed ● I put the good of the PP&VA and the community above personal goals ● I support sustainability and cater for the wellbeing of future communities ● I uphold social justice principles
Accountability	<ul style="list-style-type: none"> ● I take responsibility for decisions and actions, whatever the outcome ● I take responsibility for work, behaviour and how resources are used ● I ensure a safe and healthy workplace ● I take ownership of my work ● I operate within delegations
Honesty	<ul style="list-style-type: none"> ● I tell the truth and correct misinformation ● I will refuse any bribes and I do not steal ● I trust in our relationships ● I ensure duties are undertaken in a lawful manner
Leadership	<ul style="list-style-type: none"> ● I am creative and innovative ● I take responsibility and I am a good role model ● I inspire others in the organisation and community to be the best they can ● I have the courage to do the right thing ● I listen and communicate clear directions and actions
Impartiality	<ul style="list-style-type: none"> ● I am always fair and treat people equally ● I am understanding and act objectively ● I separate personal interests from work responsibilities ● I base all decisions on merit and facts ● I am consistent in the application of processes
Openness	<ul style="list-style-type: none"> ● I am transparent and straight-forward ● I am able to discuss problems or concerns and give reasons for decisions ● I share information appropriately ● I am obliged to report wrong-doing
Respect	<ul style="list-style-type: none"> ● I treat others fairly and objectively ● I value and accept other people's differences ● I treat others with dignity, kindness and in the spirit of service ● I treat people how I would like to be treated ● I recognise the worth of individuals