



Amenities & Maintenance Cleaner

Section: Public Domain and Services

Salary point: 5

Position number: PSC415, PSC690 & PSC1353

Last updated: 17 April 2025

Position objectives

Contribute to providing a quality cleaning service and assist with all cleaning activities.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Ability to work across a range of sites within the Port Stephens Local Government Area as required
- Ensure all duties undertaken are performed in accordance with established policies and procedures in a timely cost efficient and courteous manner, projecting a high level of customer service
- Report any unsafe work practices, conditions or situations to Supervisor, Coordinator or Team Leader
- Liaise with all colleagues, clients, general public and staff in a manner which encourages strong teamwork & enhances the presentation and customer service of the business unit

Key accountabilities

Provide a cleaning service to clients within the Port Stephens Local Government area for public areas, maintenance of grounds and buildings including but not limited to – amenities, vehicles, trolleys, chemical decanting, clean barbeques, exterior cleaning of amenities. Follow

agreed safe work method procedures and report all WH&S risk injuries and near miss incidents. Attend and participate in toolbox meetings. Ensure work is completed in a timely & cost effective manner, ensuring all WH&S guidelines are followed

Extent of authority

Tasks are to be performed under the direction of the relevant Supervisor.

Judgement and decision making

Decisions are generally made within the scope of established procedures and guidelines or in consultation with the Supervisor

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Commitment to learning & understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates Council's commitments to Respect, Integrity, Teamwork, Excellence and Safety
- Ensure that all documentation is completed on time and to required standards
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales.

Interpersonal

- Demonstrated ability to work as part of a strong team environment
- Demonstrated ability to use initiative, self-motivation, enthusiasm and ability to work unsupervised

Qualifications and Experience

- A sound knowledge of safe work practices and WH&S requirements
- Ability to perform assigned tasks in accordance with WH&S requirements and agreed procedures within designated timeframes
- Availability to work over a seven day spread of hours
- Working knowledge of the cleaning industry
- Commercial cleaning experience, grounds and maintenance experience
- Certificate in commercial cleaning or similar
- Current Class C Drivers Licence

Capability Framework level: Foundational

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date