



Weddin Shire Council

Position Profile

POSITION PROFILE

Position: Caravan Park Cleaner

Version: 1.2. - 300323

Position No:

Classification: Grade 3

Department:

Corporate Services ☐

Engineering ☐

Environmental Services ☒

General Managers ☐

Employment type:

☐ Permanent full-time

☒ Permanent part-time or

☐ Temporary full time ☐ part-time ☒

☒ Casual

☐ Contract

Hours per week ☐ 35 ☐ 38

Other ☒ Specify: 5-15 hpw

Reports to:

Director Environmental Services

Location: Grenfell ☒

Number of staff supervised by this position:

☒ Nil ☐ 1-3 ☐ 4-6

☐ 7-10 ☐ 11-20 ☐ Over 20

ROLE

Ensure provision of regular cleaning services to the Council Caravan Park as well as occasional relief provided to other Council cleaning/facilities maintenance staff

KEY TASKS FOR THE POSITION

- Maintain the caravan park amenities, grounds and facilities in a clean and tidy condition.
- Clean and make up cabins when required.
- Ensure cabin linen, towels, blankets etc. are cleaned and available to visitors in a timely manner.
- Ensure lawns are mowed and surrounds maintained on a regular basis to enhance park presentation.
- Notify any maintenance or repairs required to the Director Environmental Services for cabins, buildings, caravan sites and grounds.
- Subject to attainment of certification, operate plant and equipment as required.
- Undertake small maintenance projects within limits of expertise.

ROLE SPECIFIC WHS RESPONSIBILITIES

- Ensure compliance with the WHS policy, WHSMS and all Council safe work practices and procedures;
- Take reasonable care for the health and safety of yourself and others who are at the place of work;
- Co-operate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation;
- Immediately report to your Supervisor any unsafe condition, dangerous occurrence or injury;
- Ensure you are able to competently and safely perform any work you undertake;
- Report incidents and prepare incident reports.

HOURS OF DUTY

The hours of duty will vary each day depending on the caravan park occupancy. Cleaning duties will generally be required to be undertaken between 9:00am to 12:00noon Monday to Friday. Additional cleaning and garden maintenance duties may fall outside of these hours where necessary.

SELECTION CRITERIA

Essential:

- Demonstrated experience in completion of cleaning works in a timely manner.
- Demonstrated positive customer service skills.
- Demonstrated experience in the operation and maintenance of small plant and equipment.
- Current NSW Class C Driver's Licence or above or equivalent (Red P's acceptable).
- General Construction Induction (White) Card (or equivalent).
- Working knowledge of roles and responsibilities under WHS Legislation

Desirable:

- Provide First Aid Certification.
- Completion of accredited defibrillator training.

Part B**COMPETENCIES****Minimum (entry) level**

- Must have 100% of entry level skills.

Well established facility cleaning skills

Room service/housekeeping skills

Demonstrated high level customer service skills.

Demonstrated experience in the operation and maintenance of small plant and equipment.

Current NSW Class C Drivers Licence or above or equivalent (Red P's acceptable).

General Construction Induction Card (or equivalent).

Provide First Aid Certification.

Working knowledge of roles and responsibilities under WHS Legislation

Skill step 1

- Must have 100% entry level to qualify for permanent progression to Skill Step 1

Completion of Councils Employee Induction training.

Demonstrated ability to undertake risk assessments.

Demonstrated knowledge and compliance with safe manual handling skills.

Skill step 2

- Must have 100% of entry level skills + 100% of Skill Step 1

Demonstrated ability to maintain small plant and equipment.

Demonstrated ability to work unsupervised.

Demonstrated record keeping skills.

Demonstrated high level customer service skills.

Demonstrated conflict resolution skills.

Skill step 3

- Must have 100% of entry level skills + 100% of skills step 1+2

To be assessed and determined in consultation with the Director/Manager and subject to approval of the General Manager. Refer **Appendix 1**.

Skill step 4

- Must have 100% of entry level skills + 100% of skills step 1+2

To be assessed and determined in consultation with the Director/Manager and subject to approval of the General Manager. Refer **Appendix 1**.

POSITION AUTHORISED BY:		
Director Corporate Services	<input type="checkbox"/>	Date: 30/03/2023
Director Engineering	<input type="checkbox"/>	
Director Environmental Services	<input checked="" type="checkbox"/>	
General Manager	<input type="checkbox"/>	

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ACCEPTANCE OF POSITION

I agree to the current requirements of the Position Description as at ____/____/____

Employee name
(Please print)

Signature

____/____/____
Date

STEP 3/4 SKILL STEP ASSESSMENT

Appendix 1

Name: _____
(Please print)

Date: ____/____/____

Each factor is to be rated between 1 and 5: (Please tick ✓)

- 1 - indicates 'does not meet performance requirements'.
- 2 - indicates 'performance requires remedial action'.
- 3 - indicates 'meets performance requirements'.
- 4 - indicates 'an above average level of performance'.
- 5 - indicates 'the employee exceeds performance requirements'.

Role specific criteria	1	2	3	4	5
Attendance <i>Attendance is satisfactory with minimal unexplained absences.</i>					
Co-operation <i>Provides input and assistance to co-workers and actively seeks opportunities to participate within the team environment.</i>					
Initiative <i>Identifies opportunities to improve positional tasks and organisational processes to improve productivity.</i>					
Job knowledge <i>Possesses and displays a competent (or developing) working knowledge of positional requirements.</i>					
Problem solving <i>Displays ability and capacity to solve issues/problems related to positional requirements or within the work group.</i>					
Punctuality <i>Commences duty consistently at or before allocated time. Minimal unexplained absences.</i>					
Quality of work <i>Produces quality work in a consistent, timely and efficient manner.</i>					
Quantity of work <i>Produces quantity of work to meet or exceed positional requirements on a regular basis.</i>					
Work independently <i>Works unsupervised or under limited supervision in a consistent manner to undertake positional requirements.</i>					

A satisfactory assessment shall require the employee being rated at 3 or higher in 7 out of 9 elements.

FOR MANAGERS/SUPERVISORS ONLY.

In addition to the above criteria, Managers/Supervisors must also satisfy the following.

Note:

A Manager/Supervisor is defined as an employee who provides direction and guidance for one (1) or more employee/s on a regular basis.

Criteria	1	2	3	4	5
Conflict resolution					
Co-ordination of resources					
Decision making					
Information sharing					
Planning					
Staff development					
Team building/mentoring					

A satisfactory assessment shall require the employee being rated at 3 or higher in 6 out of 7 elements.