



# Employment Application Pack

Position Title:	Cleaner - Moura
Vacancy Reference Number:	VRN24/25-045
Department:	Executive Services
Location:	Moura
Employment Status:	Part Time, Permanent
Remuneration:	\$31.40 per hour Level 4 LGIA Stream B
Recruitment Commences:	28 October 2024
Recruitment Closes:	8 November 2024

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

# BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS								
POSITION APPLYING FOR: Cleaner				VRN 24/25-045				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn				
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory				
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____						
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>								
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>								
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
		<input type="checkbox"/> Open	<input type="checkbox"/> Provisional	<input type="checkbox"/> Learners				
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year qualification obtained:				
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of institution: _____ Country (If outside Australia): _____								

**REASONABLE ADJUSTMENTS**

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?  
 Yes  No

If yes, please state details:

**WORK RELATED REFEREES**

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

**EMPLOYMENT HISTORY (Mandatory)**

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

**PERMISSION/DECLARATIONS**

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes  No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY COLLECTION NOTICE:**

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.*

# Cleaner (Moura Museum and Library)

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Cleaner		
Classification:	4	Position Status:	Part Time Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream B) – State 2017 Banana Shire Council Certified Agreement 2021		
Department:	Executive Services	Location:	Various
Reports to:	Manager Governance	Number of reports:	0

### ABOUT COUNCIL

#### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

#### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

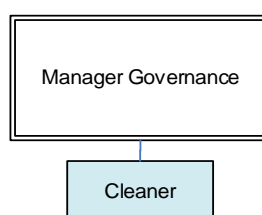
#### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

### GENERAL POSITION INFORMATION

Participate in the daily cleaning activities of the Moura Museum and Library building and amenities in accordance with Council policies, the requirements of the community and industry standards.

### ORGANISATIONAL REPORTING ARRANGEMENTS





# Cleaner (Moura Museum and Library)

## POSITION DESCRIPTION

### DUTIES AND RESPONSIBILITIES

- Undertake the cleaning of Council facilities including offices and amenities
- Use and store chemicals in accordance with Council policies and legislative requirements
- Monitor supplies
- Report damaged or broken fixtures, furniture, and fittings
- Perform labouring duties as required
- Operate various equipment and plant for cleaning purposes at designated facilities
- Carry out daily vehicle inspections in accordance with the vehicle checklist and report any faults found
- Maintain vehicle in accordance with Council procedures
- Prepare daily written reports of status of works undertaken
- Respond to internal and external customer requests as required
- Conduct and participate in toolbox and team meetings
- Complete and maintain administrative records e.g. timesheets
- Contribute to the promotion of Council and good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training

### QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

#### On Commencement:

- Queensland C Class Drivers Licence
- Queensland Construction White Card (General Safety Induction)

#### Ongoing Training requirements:

- Chemical Handling Training
- Cert III Cleaning Operations

### ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

#### Compulsory

- Demonstrated experience in commercial cleaning and the safe use of commercial cleaning products
- Sound level of oral and written communication skills
- Proven ability to work autonomously and contribute to continuous improvement
- Good understanding of and commitment to EEO and WHS principles and practices

### CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

# Cleaner (Moura Museum and Library)

## POSITION DESCRIPTION

### SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' driver's licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards
- The employee agrees to be available for weekend and after-hours work as required
- The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks

### ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: