

Job Description

Cleaner



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Cleaner
Location:		Bowhill, South Australia
Current as of:		July 26
Reports to:		HR Manager
Direct Reports:		-
Key Relationships:		General Manager Quality (Maintenance requests), WHSE Coordinator (PPE), Materials Coordinator (Purchasing Cleaning Equipment/Bulk), Administration Assistant (Purchasing ie Supermarket general)

Purpose

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- **Together we thrive**
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Mission

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- **We transform communities & our people, by optimising & building structures that matter**
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Core Values

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- **We do what we say we are going to do**
 - **We get things done, together**
 - **We work smarter**
 - **We help our clients win**
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Core Competencies

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- **Smarter together** - optimization specialists in large, welded components
 - **Win Before you Start** - cost with certainty
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- **Complexity done excellently** - systems and process, refinement
 - **Committed to Our Community** - strengthen our region
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Role Purpose:

As the cleaner you will be responsible for ensuring that all offices, meeting rooms, lunchroom, bathrooms, wash areas, toilets and general access areas are presented clean & tidy promoting the attitude of excellence that our company is proud of.

You have the following key areas of responsibility:

- Undertake Cleaning as per **Cleaner's Checklist** Job list below
- **Required Weekly Duties** - Mon Tue Thu Fri: 3 hours, Wed Sat: 6 hours
- **Required Extra Duties** per month or upon request
- **Optional Extra Duties** as required for designation by cleaner, ie Window washing, carpet cleaning or Kitchen extra cleaning time for cupboards, etc. when requested and pre-approved

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Personal Protective Equipment	<ul style="list-style-type: none"> ▪ Cleaner required to supply & wear suitable clothing for cleaning, ie long pants, closed-in shoes required. ▪ Eye & Hearing protection is mandatory within workshop and supplied by Bowhill Engineering when accessing workshop zone during work hours. ▪ Further PPE is supplied by Boweng such as cleaning gloves and further supplies are available upon request via Shopping request list or WHSE Coordinator (PPE). ▪ Cleaner must exercise due care at all times, ensuring the safety of themselves and others, so that cleaning does not pose a risk, ie slip trip hazards - use wet floor signs, do not leave broom/vacuum cleaners/rubbish in walkways. 	<ul style="list-style-type: none"> ▪ Zero safety incidents ▪ Appropriate PPE worn ▪ Appropriate Signage displayed to warn of potential hazards (eg slip/trip)
Equipment	<ul style="list-style-type: none"> ▪ Mops, brooms, buckets and cleaning aids are provided by Bowhill Engineering 	<ul style="list-style-type: none"> ▪ Equipment maintained in good condition
Requirements	<ul style="list-style-type: none"> ▪ Please record on shopping request list any items required to be purchased to assist in cleaning procedures (Shopping fortnightly). ▪ Receipts to be submitted via Employment Hero for Payroll Reimbursement ▪ Maintenance item requests may be emailed to WHSE Coordinator for prioritisation and completion 	<ul style="list-style-type: none"> ▪ Consumables & Equipment readily available
WHSE	<ul style="list-style-type: none"> ▪ Complies with safe operating practices and procedures in line with relevant statutory requirements, including environmental controls ▪ Ensures all duties are performed in a safe manner in line with safe operating practices and procedures ▪ Reports all incidents, accidents and near misses ▪ Cleaner cupboards must be kept tidy with Hazardous substances stored appropriately (ie utilise higher shelving). ▪ Mobile Phone to be kept on self at all times in case of Emergency, dial 000. Emergency Contacts General Manager Quality Ben Quinn 0458 667 426, WHSE Co Cheyenne 0429 987 142 ▪ Working Alone – where applicable during non work hours, notification in & out - pls text WHSE Coordinator to ensure safe entry and exit 	<ul style="list-style-type: none"> ▪ Site is clean & tidy and complies with all regulatory requirements

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BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none">▪ Demonstrates the ability to handle a broad range of different tasks and assignments▪ Adjusts quickly to different work environments▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	<ul style="list-style-type: none">▪ Remains up to date with the latest technologies and development in area of expertise▪ Is able to identify the skills required for personal growth and development▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none">▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes▪ Is hard working and self-motivated▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none">▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required▪ Is courteous and treats others with respect▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none">▪ Communicates positively and professionally with team members and customers at all times▪ Communicates verbally and in written form with clarity▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none">▪ Honesty	<ul style="list-style-type: none">▪ Dishonesty
<ul style="list-style-type: none">▪ Teamwork	<ul style="list-style-type: none">▪ Negativity
<ul style="list-style-type: none">▪ Respect	<ul style="list-style-type: none">▪ Backstabbing
<ul style="list-style-type: none">▪ Patience and Tolerance	<ul style="list-style-type: none">▪ Intimidation
<ul style="list-style-type: none">▪ Work life balance	<ul style="list-style-type: none">▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Full Car Licence
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SECURITY

- Police check desirable as available
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EXPERIENCE

- Previous experience in cleaning preferential – Cleaner may elect to use ABN if available and operate as Supplier (upon agreement)
 - References of previous cleaning (x3) upon application
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