



# PAROO SHIRE COUNCIL

## Position Vacant Cleaner – Part Time

Paroo Shire Council is currently seeking suitable candidates for the role of Cleaner - Part Time.

This role will be required to maintain an exceptional high level of cleanliness of Paroo Shire Council work locations. You will also be responsible for ensuring the premises are well maintained, free of hazards, and are presented appropriately for public and visitors accessing these areas. As a representative of Council, professionalism and providing courteous customer service is essential.

The cleaner is responsible for:

- Clean and maintain Council's buildings and houses in Paroo Shire.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently
- Ensure chemicals are stored safely, securely and correctly including MSDS are present
- Cleaning of windows and dusting of desks, computers, electronic equipment, furniture and other items. General vacuuming, sweeping and mopping to ensure that the floors, toilets, public spaces and office areas are thoroughly cleaned on a regular basis. Cleaning of interior and exterior walls keeping free from cobwebs, insects, bird nest etc. Emptying of rubbish bins and cleaning toilets
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee

As a representative of Council, it is expected you demonstrate professionalism, leadership and a commitment to a high level of service and continuous improvement in the best interest of Council and the community are essential.

### To apply for this role:

- Review the position description available at [www.paroo.qld.gov.au/employment](http://www.paroo.qld.gov.au/employment) or pick up from the front counter at the Council Depot on Broad Street, Cunnamulla
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role
- Send your cover letter plus your current resume to [recruitment@paroo.qld.gov.au](mailto:recruitment@paroo.qld.gov.au)
- For further information please contact Council on (07) 4655 8400

**Applications close: COB Friday 12<sup>th</sup> March 2021**

**Cassandra White  
Chief Executive Officer, Paroo Shire Council**