

# STATEMENT OF DUTIES CLEANER

<b>Award:</b>	<i>Port Arthur Historic Site Management Authority Award</i>
<b>Classification:</b>	General Stream Band 1
<b>Employment Status:</b>	Fixed Term & Casual Register - Part-time/Casual
<b>Location:</b>	Port Arthur Historic Site
<b>Department</b>	Conservation and Infrastructure

## Position Objective:

To provide cleaning and servicing of public and staff areas to high standards of cleanliness and presentation at the Port Arthur Historic Sites

## Assigned Primary Duties:

- Undertake cleaning related duties including the collection and removal of refuse ensuring both staff and visitor areas are maintained in a clean and tidy manner
- Assist with the preparation of areas for special events including set-up and pack-up of events
- Actively participate in and contribute to PAHSMA's Work Health and Safety processes
- Undertake any miscellaneous duties and responsibilities as requested by your Manager pertaining to total quality service delivery at the Port Arthur Historic Sites

## Responsibilities:

The Cleaner is responsible for ensuring a high standard of cleanliness and public presentation is achieved in all public and staff areas under the control of PAHSMA. Cleaning staff must ensure that the highest level of hygiene is implemented and maintained.

The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA policies and procedures and for showing diligence in punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources.

The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.

Positions at this level involve the following Work Health & Safety (WHS) responsibilities:

- Exercise reasonable care in the performance of duties consistent with WHS legislation, policies and procedures
- Report and document all accidents/incidents
- Awareness of procedures contained in the Emergency Management Plan

## Direction/supervision received:

The Cleaner will carry out duties under established processes and procedures and will report to the Grounds & Gardens Crew Supervisor.

## Vaccinations/Health Surveillance:

The following is recommended for this position:

- Hepatitis A vaccination
- Tetanus vaccination
- Audiometric testing at commencement of employment and thereafter as required

### **Knowledge and Skills (Selection Criteria)**

1. Understanding of, or the ability to acquire, knowledge of commercial cleaning practices and procedures, including the implementation and maintenance of appropriate hygiene standards
2. Experience in the safe operation and basic maintenance of equipment and the safe use of chemicals
3. Good organisational skills as well as the ability to be adaptable and flexible, manage variable workloads and to prioritise work in order to meet deadlines
4. Ability to work either independently or as a member of a team and provide assistance to other team members
5. Good communication and interpersonal skills with the ability to interact with PAHSMA visitors and provide information in a courteous and clear manner
6. Awareness of Work Health and Safety issues

### **Qualifications and Requirements:**

#### **Essential:**

Evidence of the following must be presented prior to appointment to this position:

- Current Driver's Licence

#### **Desirable:**

- Certificate II in Asset Maintenance (Cleaning Operations)

### **Working Environment:**

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state, national and international level. Port Arthur, Cascades Female Factory and the Historic Coal Mines are included in the Australian Convict Sites World Heritage listing. They are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

### **Our Overarching Vision:**

PASHMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.

### **Our Purpose**

To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them.

### **Our Core Functions**

- |   |  |                                    |
|---|--|------------------------------------|
| • Creating a unique, enjoyable and interactive visitor experience | • Practicing excellence and expertise in conservation and tourism management | • Valuing our people               |
|   |  | • Ensuring our financial viability |
|   |  | • Considering our communities      |

### **Our Values**

- **Unity** – we work as one to achieve PASHMA's Purpose and Vision
- **Accountability** – we hold ourselves, and each other, accountable for our actions and behaviours
- **People Matter** – we acknowledge and show respect to our people – past, present and future
- **Passion and Pride** – we are committed to being world class

The Port Arthur Historic Site Management Authority is a smoke-free working environment and, as such, smoking is prohibited in the workplace including the grounds and PAHSMA vehicles.

The working environment of the Port Arthur Historic Site Management Authority is governed by:

#### **State Service Principles**

The State Service Principles (the Principles) are contained in section 7(1) of the *State Service Act 2000*. Section 8 of the Act requires Heads of Agency to uphold, promote and comply with the Principles and section 9(13) of the Act requires employees to behave at all times in a way that upholds the Principles.

The Principles are a core element of the State Service and represent the minimum responsibilities of officers and employees. Employees should familiarise themselves with the Principles and must work to ensure the Principles are embedded into the culture of the Authority and that the Principles are applied to all Authority decision-making and activities.

#### **Code of Conduct**

The State Service Code of Conduct (the Code) is contained in section 9 of the *State Service Act 2000*. It complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. The Chief Executive Officer of the Port Arthur Historic Site Management Authority has legislative authority to investigate an allegation of a breach of the Code and to impose a sanction where a breach has been determined.

The *State Service Act 2000* and Employment and Ministerial Directions can be found on the State Service Management Office website at [http://www.dpac.tas.gov.au/divisions/ssmo/employment\\_directions](http://www.dpac.tas.gov.au/divisions/ssmo/employment_directions)

Carol Armstrong

**HUMAN RESOURCES MANAGER**

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Certified Correct

Date ... .. / ... .. / ...

Stephen Large

**CHIEF EXECUTIVE OFFICER**

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Approved / Not approved

Date ... .. / ... .. / ...