



SHIRE OF MORAWA

CLEANER

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Cleaner



Work Type	Casual
Remuneration Package	Hourly base rate plus 20% casual employee loading. Penalty rates for weekend and public holidays.
Location	Shire of Morawa - various locations and facilities
Closing Date	4pm on Friday, 20 December 2024

The Shire of Morawa

The Shire of Morawa, is one of iconic remote country landscapes with roots embedded in agriculture and mining. The beauty of the land is balanced between its history, modern industrial operations, and small-town community spirit. The Shire has a modest local population with approximately 70% of residents living in the town centre and approximately 17% Aboriginal identifying representation.

The incredible wildflower season carpets the region in colour from late winter through to early October and sees the town bustling with visitors. Morawa is featured as one of the 21 stops in the Wildflower Country's Wildflower Way driving trail, which extends from Dalwallinu to Geraldton. The Shire is also home to numerous other attractions including heritage architecture, historic Canna, natural wonders like Bilya Rock and Koolanooka Springs, the museum, walking trails, the Biennial Art Exhibition, and the Speedway.

Located only 3.5 hours drive from the city of Perth, Western Australia, or 1.5 hours from Geraldton, Morawa is a diverse place to visit, live and work.

Population:	650-750
Location:	370km from Perth in the Mid West region
Environment:	Wheat and sheep farming town situated in the heart of wildflower country
Education:	Morawa District High School (Kindergarten to Year 12), WA College of Agriculture, a trade training centre, and Family Day Care Centre
Facilities:	Medical centre, community health centre, childcare centre, youth centre, swimming pool, aged care accommodation, community resource centre, police, St John Ambulance services, 24/7 gym, recreation centre, various seasonal sporting teams including AFL, netball, and hockey
Retail/Commercial:	Australia Post, IGA, Morawa Traders, pharmacy, banks, agricultural supplies, trades, hardware, community resource centre
Hospitality:	Morawa Hotel, Wildflour Bakery & Café, Everlastings Guest House, Morawa Caravan Park
Transport:	TransWA Bus services

The Shire is forward thinking and provides employees with opportunities to learn and develop. Our staff is approximately 30 strong, operating across Executive, Corporate and Community Services and Works and Assets Teams.

The Position

Applications are invited from individuals interested in joining our team for casual cleaning positions at the Shire of Morawa.

The Shire of Morawa is committed to providing clean and safe facilities for the community and visitors.

This position has varied hours which are dependent of the usage of Council facilities. On job training is provided.

Skills required for this position:

- Reasonable level of fitness.
- Attention to detail.
- Punctual, reliable, and trustworthy.
- Ability to manage time effectively.
- Ability to work both alone and in a team.
- Awareness of health and safety procedures.
- Reading skills for following instructions.
- Math skills for measuring cleaning fluids.

Submitting an Application

Your application should include a covering letter outlining your interest in the position and a current resume detailing your qualifications, experience, suitability for the position against the selection criteria and at least two referees.

Posted applications should be addressed to the Acting Chief Executive Officer, Shire of Morawa, PO Box 14, Morawa WA 6623 and marked "Private and Confidential".

Electronic applications can be sent via email to emccs@morawa.wa.gov.au

Applications close at 4pm on Friday, 20 December 2024.

The Shire of Morawa may begin interviewing applicants before the closing date of this advertisement.

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

SHIRE OF MORAWA
POSITION DESCRIPTION



POSITION DETAIL	
Position Title	Cleaner
Department	Community Services
Work Location	Various throughout the Shire of Morawa
Date (revised)	January 2024
Award	Municipal Employees (Western Australia) Award 2021
Classification	Level 2

THE ORGANISATION
<p>Our Community Vision is:</p> <p><i>A welcoming and inclusive community with diverse regional partnerships that have created a vibrant and growing economy.</i></p> <p>Our Foundational Cultural Value is that we put C.A.R.E into what we do – Commitment, Attitude, Respect and Excellence.</p> <p>Our Organizational values are:</p> <ul style="list-style-type: none"> • <i>We will be open and accountable</i> • <i>We will have informed decision making</i> • <i>We will be collaborative</i> • <i>We will listen communicate respond</i>

THE POSITION	
Reports to	Manager Corporate and Systems Performance Executive Manager Corporate & Community Services
Direct Reports	Nil
Summary and Objectives	To perform tasks and duties as assigned with the aim of achieving a standard of presentation of Council owned premises including Caravan Park grounds, Ablutions, Laundry, Outside Kitchen, Units and Chalets, Sports Complex/Oval Function Room, Public Toilets, Recreation Centre, Town Hall, Shire Offices, Youth Centre and any other buildings as required.

DUTIES & RESPONSIBILITIES

Key Responsibilities

- The person must accept responsibility for the quality and standard of work performed.
- The person must complete all duties required for each location as set out in the cleaner’s checklist.
- The person must be responsible for allocated materials, tools, equipment and plant in their use.
- The person must comply with Council’s Code of Conduct.

Accountability

- All tasks are to be completed in a professional manner to agreed standards and in accordance with agreed timeframes.
- All areas cleaned are maintained in a safe manner and in accordance with Council policies and procedures

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Must be physically capable of undertaking the duties of the position • Available to work at short notice on occasions • Developed time management skills • Ability to work independently and schedule work to meet deadlines • Police Clearance (paid for by the Shire of Morawa) • Medical Examination (paid for by the Shire of Morawa) • Current ‘C’ Class license
Desirable	<ul style="list-style-type: none"> • Relevant knowledge of the commercial cleaning industry, including cleaning methods, equipment, materials, chemicals and work practices • Previous relevant cleaning experience • Ability to work outside of office hours • Relevant knowledge of Workplace Safety and Health Regulations

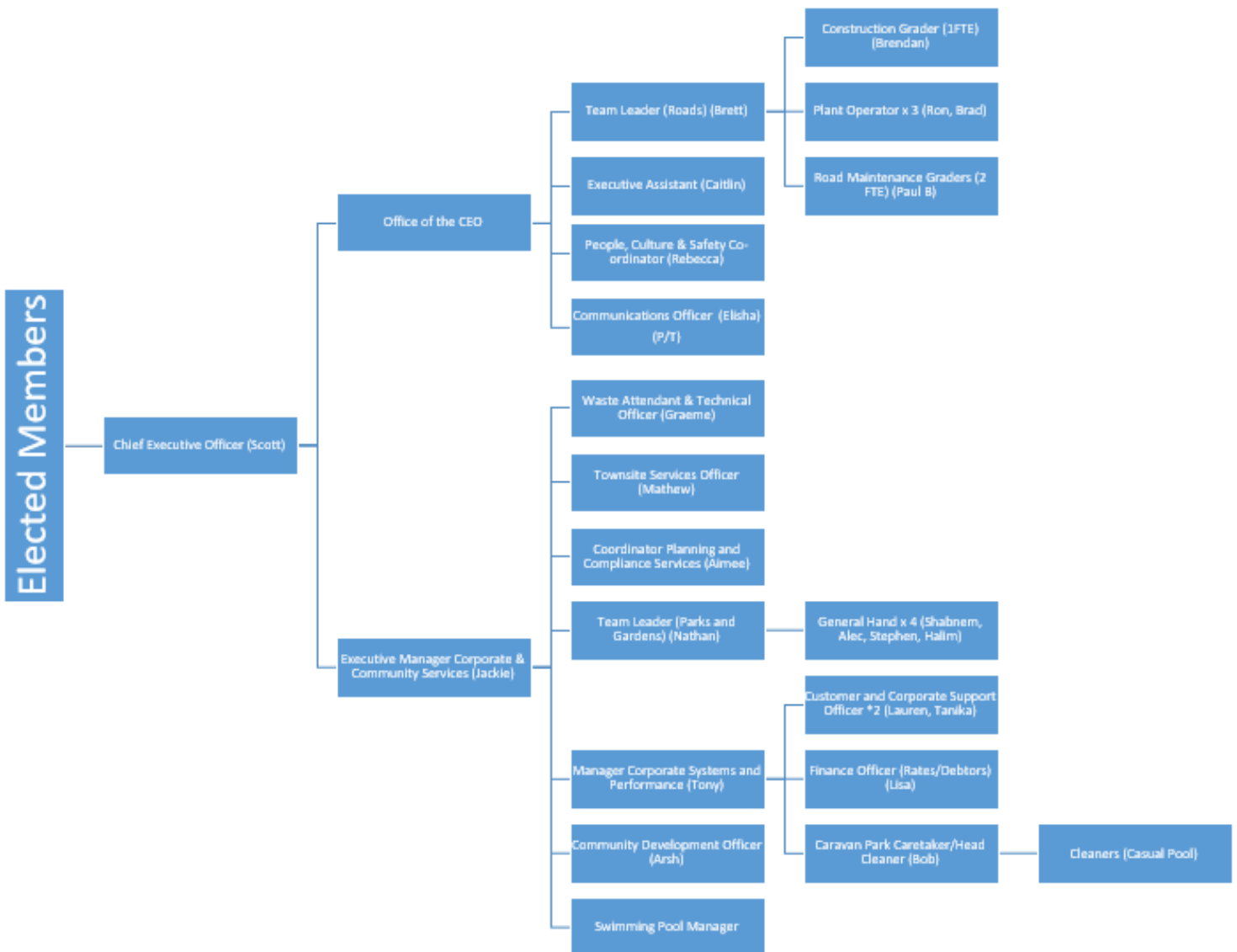
I hereby accept the terms and conditions set out in this position description.

Dated this _____ day of _____ 2024

.....
Signature

.....
Michael Cole
Acting CEO

SHIRE OF MORAWA ORGANISATIONAL STRUCTURE





CLEANER

The Shire of Morawa is seeking application from individuals interested in joining our team for casual cleaning positions at the Shire of Morawa.

The Shire of Morawa is committed to providing clean and safe facilities for the community and visitors.

This position has varied hours which are dependent of the usage of Council facilities. On job training is provided, including COVID-19 infection control training. This position is classified as a Level 2 under the Municipal Employees (Western Australia) Award 2021.

Skills required for this position:

- Reasonable level of fitness.
- Punctual, reliable, and trustworthy.
- Ability to manage time effectively.
- Ability to work both alone and in a team.
- Awareness of health and safety procedures.
- Reading skills for following instructions.
- Math skills for measuring cleaning fluids.

An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au. Further information can be obtained by contacting Tony Messere (Manager Corporate Systems and Performance) on 0427 380 312.

Your application should include a covering letter outlining your interest in the position and a current resume detailing your qualifications, experience, suitability for the position against the selection criteria and at least two referees.

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Michael Cole
Acting Chief Executive Officer