

Montsalvat

Position Description

Casual Cleaner

Montsalvat is a thriving arts community in a rural setting, where quality artistic practice and arts education are fundamental to its purpose and vision. Resident artists, artists in residence and a rich program of exhibitions, concerts and events in an eclectic variety of buildings and open spaces provide a living, breathing arts experience for artists and visitors. We aim to inspire and educate, to promote local, national and international cultural practice and to conserve and enhance our magnificent natural site and unique buildings so that present and future generations can draw inspiration from Montsalvat's serene beauty and creative heritage.

This is a CASUAL position to work one Saturday shift every fortnight, with the potential to be a fill in for sick leave and holiday leave.

Responsibilities

General

- Providing support to the Visitor Services Manager for cleaning and maintenance to ensure efficient, effective and well-maintained facilities.
- Oversee all interior buildings cleaning work in non-tenanted buildings.
- Ensuring cleanliness of facilities to enable the setting up and operation of events and exhibitions held at Montsalvat.

Cleaning

- Clean the Gallery Spaces and Great Hall inclusive of the furniture, windows and the floor
- Maintain and clean public conveniences throughout Montsalvat including buildings and other facilities as directed
- Report any damage or maintenance requirements of other facilities
- Maintain all the cleaner's rooms in a clean and tidy condition
- Ensure that Material Safety Data Sheets are adhered to and available for all chemicals
- Other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Montsalvat.

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- Cleaning buildings areas as needed and/or assigned for the purpose of preventing damage and/or limiting risk and liability exposure.
- Incident and OH&S reporting as per the Montsalvat OH&S Procedure.

Person specification

The **Casual Cleaner** will need to display the following personal characteristics and skills:

Teamwork – Approach all team members with respect and consideration, collaborate effectively with employees and coach and drive continuous improvement and professional development for themselves and others.

Problem solving / decision making – Embrace flexibility and lateral thinking, facilitate solutions and make decisions based on an understanding of the relevant issues, information and logical assumptions.

Communication – Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.

Customer service – Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to both parties and deliver as agreed.

Selection Criteria

- Experience in day to day management of the cleaning of buildings to ensure efficient, effective and well-integrated operations and performance excellence.
- Excellent interpersonal skills, customer service and stakeholder management experience in a dynamic environment

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PHYSICAL REQUIREMENTS FOR POSITION

POSITION TITLE: **Cleaning Officer**

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties			✓
Reading tasks		✓	
Writing tasks			✓
Sitting (extended periods)			✓
Walking/standing (briefly)		✓	
Walking/standing (extended)	✓		
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)		✓	
Pushing/pulling tasks (light)		✓	
Pushing/pulling tasks (heavy)	✓		
Bending/kneeling requirements	✓		
Climbing stairs/ladders/scaffolds	✓		
Handling grease/oils		✓	
Exposure to dust/dirt	✓		
Exposure to hazardous materials		✓	
Exposure to noise		✓	
Repetitive arm/wrist/hand movements		✓	
Other (please specify)			

I confirm that I have read, understood and agree to the position and physical requirements for this role.

EMPLOYEE NAME:			
Employee Signature:		Date:	