



Yarrunga Community Centre

76-86 Croydon Hills Dve
Croydon Hills 3136
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ABN: 62 340 040 053

POSITION DESCRIPTION

Position Title: Cleaner
Classification: Cleaning Service Employee Level 1, Cleaning Services Award 2010
Part-time \$17.96 p/hr
Time Fraction: 5 hours/week (usually 1.5hr Mon, 1.5hr Tues, and 2hr Fri)
45 weeks worked per year + 7 weeks paid leave.
Reports To: Centre Manager

HISTORY OF THE CENTRE

Yarrunga Community Centre opened on 7th November 1996, to provide a community facility in the North Ward of the City of Croydon. The name "Yarrunga" means, beneath tall trees, and represents the importance of maintaining the natural environment in an area undergoing rapid urban development. The name also evokes pictures of people congregating to share and learn in a friendly and welcoming place.

CENTRE PURPOSE

Yarrunga responds to the educational, social and leisure needs of our community in an inclusive and welcoming environment.

CENTRE ACTIVITIES

- The Centre receives ongoing grants from the Maroondah City Council, Department of Human Services, and Adult Community and Further Education which help to fund it's ongoing operation. Other funds are received from class attendees, hirers and fundraising activities.
- The Centre is overseen by a volunteer Committee of Management whilst volunteers and part-time staff undertake the day-to-day operations.
- Classes for adults, children and families in the following categories: computer classes, parenting, health and well-being, art and craft as well as personal development. Many social and interest groups are co-ordinated by the centre including a retirees group, book clubs, social clubs, writing group and walking groups.
- Yarrunga operates a licensed childcare centre which is used by class attendees as well for occasional care by the local community.
- Weekend hire of our venue for parties and celebrations is very popular, whilst the tennis courts are hired out to locals as well as hosting regular coaching sessions.

POSITION PURPOSE

The Cleaner is responsible for carrying out day-to-day cleaning of Yarrunga Community Centre. They are responsible and accountable for their own work. Yarrunga employs two permanent part-time cleaners on a job-share basis.

PRIMARY FUNCTIONS OF THE POSITION:

- Cleaning of wet areas, offices, class rooms and public areas as per schedule, as well as other irregular duties as required. The cleaning schedule may be amended during school holiday periods to reflect areas of the Centre actually being used.
- Occasionally the Cleaner may be asked to set-up or pack away chairs/tables/equipment from rooms.
- After weekend hires, a checklist is to be completed ensuring that the Hirer has completed all required tasks and that no damage has been sustained.
- Check with the office weekly to determine if a Monday morning after-hire check, or weekend work is required.
- Issues of concern relating to the Centre's security, maintenance, or equipment are to be reported to the Manager.

CONDITIONS OF EMPLOYMENT

- Normal hours of duty are anticipated to be 5 hours per week. These hours are to be worked outside the Centre's main operational period of 9:00am-3:00pm Monday-Friday. Some flexibility in negotiating regular times can be accommodated upon appointment, however it is expected that work would occur during quiet periods such as: 6am-9am or 3.30pm-6.30pm.
- After a weekend party hire booking, one of the Cleaners is required to perform an after hire check (which takes one hour) prior to the start of business on Monday morning (however, flexible working arrangements may allow this work to be performed on the weekend rather than early on Monday.). The Cleaner is occasionally required to work on the weekend where we have multiple venue hire bookings and cleaning/checking is required in between. All weekend work is shared between the two Cleaners.
- It is expected that the two Cleaners will fill-in for each other if the need arises. This may result in being offered work on Wednesday (2.5 hours) and/or Thursday (2.5 hours).
- The regular cleaning roster applies during school terms. During school term holidays it is anticipated that the Cleaner would take one week leave, whilst four weeks leave would be taken at Christmas.
- Security of the premises and care of equipment and facilities is to be kept in mind at all times.
- Security and confidentiality of documents and conversations must be maintained.
- A current (less than 6 months old) police record check is to be provided by the successful applicant.

SELECTION CRITERIA:

- Demonstrated cleaning skills with attention to detail.
- Knowledge of cleaning products and simple cleaning equipment and their use.
- Ability to read, write, comprehend and speak English clearly.
- Ability to climb small ladders. Physically able to move cleaning supplies, light furniture and other equipment. Knowledge of relevant Occupational Health and Safety issues.
- Friendly, trustworthy, takes pride in work, and able to work unsupervised.

APPLICATION PROCESS:

- Read the position description and assess your suitability.
- Prepare a written application including relevant experience, skills, knowledge, and any training/qualifications.
- Applications should be received by 9am on 5th March 2012:

"Private and Confidential – Cleaner Application"

The Manager
Yarrunga Community Centre
76-86 Croydon Hills Drive
Croydon Hills 3136

or email to: manager@yarrunga.org.au with "CLEANER APPLICATION" as the subject line.