

POSITION DESCRIPTION

This is an identified position under section 25 of the *Anti-Discrimination Act 1991*

POSITION TITLE:	Cleaner
DIVISION / SECTION:	Housing Services
SUPERVISOR:	Cleaning Supervisor
LEVEL:	1.1
STATUS (FTE):	Casual
DIRECT REPORTS:	nil

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Women's Centre, Bawinanga Rangers, Barlmarrk Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifestyle of people on homelands by caring for country, preserving language and culture through the delivery of services to improve housing, health, education and roads.

BAC is a values based organisation with an emphasis on: Respect for Culture, Country and each other, Accountability, Teamwork, Continuous Improvement and Open and Honest Communication. These are principles and behaviours we display when working together.

PURPOSE OF THE POSITION

This role is to take care of facilities and houses, by carrying out cleaning duties.

POSITION RESPONSIBILITIES:

Key Accountabilities

1. Dusting, sweeping, vacuuming, mopping, restrooms cleaning and restocking.
2. Create and foster a workplace that encourages and welcomes Indigenous employment and participation in the division.
3. Supervise, mentor, motivate and support a part-time CDP Indigenous Store person - assisting with providing learning and development opportunities.
4. Work effectively in a team environment
5. Adhere to the Workplace Health and Safety regulatory requirements
6. Identify continuous improvement opportunities
7. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
8. Ensure communications are appropriate to BAC Employees, Directors, Communities, Stakeholders and partner organisations.
9. Any other duties requested by your supervisor which are within your capabilities.

SELECTION CRITERIA:

Essential:

1. Car drivers licence
2. Ability to work unsupervised
3. Ability to undertake physical activity
4. Ability to complete tasks within specified timeframe
5. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
6. Compliance with Workplace Health and Safety regulations

Desirable:

1. Experience living and working in remote communities
 2. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
 3. Experience working for a community development or not-for-profit organisation.
 4. Experience working for a community development or not-for-profit organisation.
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Approval:

Ingrid Stonhill
Chief Executive Officer, BAC