POSITION TITLE: CLEANER

1. KEY ROLE:

The Cleaners are responsible for the cleaning and maintenance of The Primrose Potter Australian Ballet Centre and Australian Ballet Centre Car Park Southbank, Production Centre Altona and Orchestra Victoria South Melbourne. The role predominantly services a daily cleaning regime of the Australian Ballet and Australian Ballet School offices, rehearsal studios and Costume Department at the Primrose Potter Australian Ballet Centre (PPABC), with weekly cleaning regimes at the Altona and South Melbourne sites.

2. CULTURE / ENVIRONMENT:

Cleaners are members of the Building Services team and work under the management of the Building Projects & Ballet Centre Manager. The role encompasses cleaning within a prescribed time each evening, however times may vary to accommodate servicing the building post functions, exterior hires of the studios and the touring and school holiday schedule.

From time to time, the roster will require the movement of staff between the three sites.

The Ballet's and School’s administration offices, production department, music department and rehearsal studios are located at PPABC, 2 Kavanagh Street, Southbank. There are also a couple of small tenancies within the PPABC. The Production Centre is located at 71-79 Drake Boulevard, Altona. Orchestra Victoria office and warehouse is located at 122 Gladstone Street, South Melbourne. The Australian Ballet performs on a regular basis in the Arts Centre, Melbourne, and the Sydney Opera House as well as other interstate venues. The Company also tours overseas.
3. SPECIFIC ROLES AND RESPONSIBILITIES:

3.1 Daily Duties
- Vacuum and mop floors, dust, wipe surfaces, as per cleaning scope.
- Empty waste bins and remove rubbish
- Restock bathrooms
- Clean toilets, the Deli and kitchens as per cleaning scope.
- Ensure building, offices and car park are generally clean and tidy.
- Travel to other sites in South Melbourne and Altona on a weekly basis to perform cleaning duties as above.

3.2 Occasional Duties
- Cleaning post functions and outside studio hires.
- Keep track of consumable stock and alert Cleaning Supervisor to order new materials.

3.3 Occupational, Health & Safety
- Comply with the company’s Occupational, Health and Safety and Human Resources policies
- Ensure cleaning chemicals are properly stored and labelled.
- Report any OH&S issues promptly

3.4 Other Duties
- Undertake any other duties as reasonably requested by the Building Projects & Ballet Centre Manager and Cleaning Supervisor

4. PREFERRED QUALIFICATIONS AND EXPERIENCE:
- Experience in commercial cleaning
- Operating walk behind scrubbers desirable
- An understanding of cleaning chemicals, their use and storage.
- Driver’s Licence

5. ATTRIBUTES:

To successfully fulfill the roles and responsibilities as outlined above, the Cleaner should demonstrate the following skills, knowledge and personal qualities:

- Professional proficiency
- Technical/professional knowledge
- Ability to prioritise tasks
- Ability to identify implications of decisions
- Effective communicator
- Problem solver
- Ability to work in a team environment
- Ability to work in a busy environment
6. **KEY PERFORMANCE INDICATORS:**

- Ensure areas are cleaned thoroughly as per schedule/roster
- Ensure all bathrooms and kitchens are cleaned as per schedule/roster
- Paper products are at an adequate level in office, public and common areas
- Works individually and as an effective team member
- Proper adherence to OH&S practices
- Takes reasonable care to protect the health and safety of them, fellow staff and others in the workplace. Reports hazards, near misses and injuries immediately
- Uses personal protective equipment

7. **FEEDBACK AND ANNUAL PERFORMANCE REVIEW:**

Feedback from the Building Projects and Ballet Centre Manager and Cleaning Supervisor throughout the year should be constructive, critical and timely.

The Cleaners will actively participate in an annual performance review with the Building Projects & Ballet Centre Manager and Cleaning Supervisor.

The review will focus on fulfilment of the Specific Roles and Responsibilities and the achievement of the Key Performance Indicators together with planning objectives for the forthcoming year, developed in collaboration with the Building Projects Ballet Centre Manager and Cleaning Supervisor. The Australian Ballet will support identified resources and training required to achieve the objectives.

8. **RELATIONSHIPS:**

Reporting to: Building Projects & Ballet Centre Manager & Cleaning Supervisor
Work team: Ballet Centre Building Services Team
Direct Reports: Nil
Key personnel: Ballet Centre Building Services Department

9. **PHYSICAL REQUIREMENTS OF THE POSITION:**

<table>
<thead>
<tr>
<th>Element</th>
<th>Weight range / activity</th>
<th>Assistance available</th>
<th>Maximum frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake manual handling of floor cleaning equipment, and chemical solutions and cleaning materials</td>
<td>Lifting, stretching, carrying, bending</td>
<td>Appropriate storage and handling equipment, and training</td>
<td>Daily</td>
</tr>
<tr>
<td>Work at night and early morning</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
</tbody>
</table>

10. **DATE:**

   Authorised by: Tracy Hosier
   Building Projects & Ballet Centre Manager

   January 2018