



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

CLEANER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

KEY RESPONSIBILITIES

OBJECTIVE: Maintain a high standard of cleanliness whilst following OHS procedures at Head Office, TSP, Outreach & Rangers Office.

- Ensure standards of hygiene are maintained and risk of contamination is minimised;
- Work effectively with other staff;
- Be punctual and reliable;
- All floors in all areas vacuumed/swept and mopped where applicable;
- All toilets in all areas are cleaned and checked for hygiene hazards;
- Ensure sufficient toilet paper, soap, hand towels etc;
- All surfaces, tables and desks cleaned;
- All bins emptied and liners replaced;
- Ensure all OH&S legislation is followed at all times;
- Liaise with Assets Manager to ensure sufficient cleaning products on hand;
- Ensure work is done in accordance with WHS regulations specifically in dealing with hazardous chemicals and manual handling;
- Ensure equipment is used and maintained at industry standards; and
- Maintain respect for Larrakia people and traditional country.

POSITION DETAILS

JOB TITLE: CLEANER

PROGRAM: ADMIN PROGRAM

LOCATION: 76 DICKWARD DRIVE,
COCONUT GROVE

POSITION: CASUAL CONTRACT
15 HOURS PER WEEK

REPORT TO: ASSETS MANAGER

MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

Revised July 2018

KEY QUALITIES

LNAC considers that the following personal qualities are vital to a **Cleaner**:

Personal Attributes	Commitment and Application to Duties
<ul style="list-style-type: none"> ➤ Flexibility to adapt to new situations as they arise ➤ Excellent time-keeping and be reliable ➤ Possess drive, commitment and a sense of humour ➤ Caring and supportive attitude ➤ Patience, empathic and a high level of professionalism ➤ Physically fit and able to lift heavy objects ➤ Good interpersonal skills and manner 	<ul style="list-style-type: none"> ➤ Provide courteous and prompt attention to information requests ➤ Demonstration of a positive and proactive attitude with strong initiative ➤ Promote the organisation in a positive manner at all times ➤ Take reasonable care to ensure one's own safety at work and that of other staff within the workplace

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Relevant knowledge and experience of commercial cleaning, including methods, equipment, materials, chemicals and work practices
SC2	Demonstrate ability to prioritise tasks and manage workloads in an allotted timeframe
SC3	Ability to work unsupervised in line with standard policies and procedures
SC4	Ability to demonstrate flexibility and initiative
SC5	NT Drivers Licence (C Class)
SC6	Understanding of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture

It would be considered an **advantage** if applicants also possess:

1	Identify as Indigenous
2	Certificate II or III in Cleaning Operations or other relevant qualifications and experience

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, provide a valid Police Clearance (dated within the last 6 months), Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____