

## Position description

<b>Title:</b>	Cleaner
<b>Branch:</b>	Visitor Experience – Passenger Operations
<b>Status:</b>	Part Time
<b>Location:</b>	Belgrave based with work across other sites and offices along the rail corridor, including Menzies Creek, Emerald, Gembrook
<b>Reports to:</b>	Cleaners Supervisor
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	As agreed and as per roster
<b>Travel:</b>	Some local travel is required across Puffing Billy Railway sites
<b>Requirements</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

The role of the Cleaner is to primarily ensure the Puffing Billy Railway corridor including buildings, visitor areas, offices, toilets and external surrounds of all Puffing Billy Railway facilities are cleaned and maintained to the highest standard.

### Key Duties & Responsibilities

- Maintain the cleanliness of all stations, toilet blocks, back of house areas (including offices) platform areas and surrounds.
- Maintain the cleanliness of all Puffing Billy Railway carriages and infrastructure.
- Maintain the cleanliness of Puffing Billy retail areas, kitchen areas and scullery.
- Cleaning of NALs carriages and server car as required.
- Cleaning of events areas, such as the Packing Shed as required and office buildings along the Railway.
- Cleaning requirements for special events i.e. Day Out with Thomas
- Annual additional cleaning requirements including washing walls, shampooing carpets, polishing floors etc.
- Ensure each day that all toilets are fully stocked with requirements such as toilet paper, soap & paper towels.
- Daily cleaning of baby change rooms.
- Daily ensure that all rubbish bins are emptied and cleaned as required.
- Daily check for dropped rubbish along the entry zig path and picnic area.
- Remove cobwebs outside under the veranda, windowsills, platform seats and lights as required.
- Use "blower" as needed to blow platform area and nearby footpaths.
- Understand IDR procedure to report damage including graffiti to infrastructure, rolling stock or O H & S issues.
- Understand and implement COVID-19 cleaning regime according to PBR COVID Management guidelines and incident management procedures
- Understand that access codes and keys to Railway buildings are only to be used when rostered to clean that location.



- Will actively participate in continuous improvement – learning and development programs and performance management programs
- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

**Key Competencies**

- Excellent and clearly demonstrated organisational skills.
- Ability to work un-supervised and under pressure
- Display initiative and attention to detail.
- Effective verbal communication.
- Ability to prioritise and manage own time.
- Ability to work cooperatively with others.
- Ability to communicate successfully with people of other cultures.
- Flexible and adaptable.
- High energy approach.
- Contribute to and participate in continuous professional and organisational improvement.
- Interaction with stakeholders within and outside Puffing Billy Railway.

**Qualifications & Experience Required**

- An understanding of Puffing Billy’s history and current business is desirable
- Clearly demonstrated experience in a commercial cleaning role
- Current motor vehicle driver’s licence

**Health & Safety**

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 25kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> </ul>

	<ul style="list-style-type: none"> <li>• Sitting at workstation</li> <li>• Responsibility for the safety of others</li> </ul>
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### KEY RELATIONSHIPS

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

### ADDITIONAL NOTES

- Weekends and public holiday work will be required.
- Working outside and in a variety of weather conditions will be required.
- This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing

### ACKNOWLEDGEMENT

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved By:	Nicoleta Giurgiu	Date:	Aug 2021
Last Updated By:	Jean Clowes	Date:	Aug 2021



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**