

Position description

Title:	Cleaner
Branch:	Train and Passenger Operations
Status:	Part Time
Location:	Belgrave based with work across other sites including Menzies Creek, Emerald, Gembrook
Reports to:	Cleaners Supervisor
Direct Reports:	Nil
Hours/Days of Work:	Up to 15 hours per week as required
Travel:	Some local travel is required across Puffing Billy Railway sites
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed Category 3 Health Assessment Medical

Job Purpose

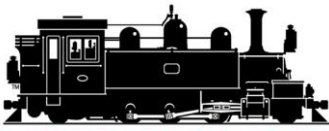
The role of the Cleaner is to primarily ensure the building, toilets and external surrounds of Puffing Billy Railway facilities are cleaned and maintained to the highest standard.

Key Duties & Responsibilities

- Maintain the cleanliness of all stations, toilet block, platform areas and surrounds.
- Maintain the cleanliness of all Puffing Billy Railway carriages and infrastructure.
- Maintain the cleanliness of Puffing Billy Refreshment rooms and scullery.
- Cleaning of NALs carriages and server car as required.
- Cleaning of Packing Shed as required and office buildings along the Railway.
- 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.
- Remove cobwebs outside under the verandah, window sills, platform seats and lights as required.
- Use ‘blower’ as needed to blow platform area and nearby footpaths.
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- 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



PUFFING BILLY RAILWAY

- 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

Safety is everyone's responsible – through awareness and compliance with the following:

- Safety Policy – reporting hazards to your supervisor
- Drug and Alcohol Policy
- Smoking on Worksites Policy
- Equal Employment Opportunity – Harassment, Discrimination and Bullying Policy
- Comply with the Railway's Safety Management System

The following health and safety factors are relevant to this position

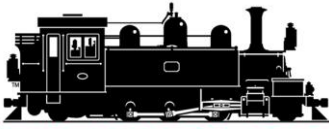
Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 25kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven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

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.
- 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.



PUFFING BILLY RAILWAY

- 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 Protection Policy and Child Safe Code of Conduct.

I declare that I have read and fully understand the content of this Position Description.

Employee

Signed: _____ Date: _____

Manager

Signed: _____ Date: _____

Approved By:		Date:	
Last Updated By:	Jean Clowes	Date:	November 2018