



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Cleaning Level 2</b>	<b>Business Unit:</b>	Brida Cleaning Services
<b>Location:</b>	Dampier or Cape Lambert	<b>Roster:</b>	4 days on / 4 days off
<b>Reports to:</b>	Cleaning Supervisor	<b>Reports:</b>	NA
<b>Hours per day:</b>	8.5	<b>Working Hours:</b>	Dampier: 7am to 4.30pm Cape Lambert: 6am to 3.30pm

### ROLE OBJECTIVE

The objectives of the role are:

- Undertake cleaning duties at a high standard, in a professional and safe manner at all times;
- Support your team mates in their responsibilities and with a positive attitude;
- Represent the Brida brand and reputation with proud and honour;

### DUTIES & RESPONSIBILITIES

#### Cleaner:

- Ensure you understand the work environment and conditions within which the Cleaning Services are provided, as well as the physical demands of the job, including but not limited to:
  - Extensive walking, standing, walking up and down stairs, bending, kneeling, pushing and pulling objects, lifting and moving objects (including vacuum cleaners), repetitive bending and lifting, and repetitive arm and hand movements;
- Follow your Supervisor and Team Leader/s instructions;
- Follow daily cleaning run sheet/checklists, and immediately advise your Team Leader or Supervisor in the circumstance that you are unable to complete the checklist;
- Ensure cleaning products are used in accordance to the MSDS – Material Safety Data Sheets and are read, understood and signed before chemical products are used;
- Ensure that you work within the cleaning time scheduled for all cleaning areas;
- Ensure that all cleaning is completed at a high standard, including:
  - Dusting and wiping furniture, equipment, doors, walls, all ledgers and glass windows;
  - Cleaning and disinfecting sinks, counter tops, floors, mirrors, tables, chairs, outside of refrigerators, and outside of microwaves;
  - Cleaning and disinfecting toilets, and crib rooms;
  - Re –stocking supplies in all toilets;
  - Vacuuming, mopping and/or scrubbing floors using hard brooms, vacuum and mops;
  - Locking and/or securing the work area before you leave the area (if it was already locked);
- Ensure you complete timesheets accurately and submitted to your Supervisor on time;
- Attend and actively participate in the morning team Pre-Start meetings;
- Cleaners with a Driver's License are required to drive cleaning crews to the several cleaning locations across site.

#### Contract Obligations

- Maintain cleaning standards and quality which meet contract requirements;
- Complete deep cleans on a regular basis as per contract requirements, and as requested by your Team Leader and/or Supervisor;



### **Occupational Health & Safety (OH&S)**

- Ensure that you are fit-for-work, both physically and mentally, before you undertake any work on site, and undertake daily breathalyzer test;
- Ensure you complete all pre-task hazard assessments: Take 5, JHA (Job Hazard Analysis) and CCC (Critical Control Checklist) as required, and prior to starting each task;
- Wear all necessary PPE (Personal Protective Equipment) at all times, based on your work location, work environment and your pre-task hazard assessment;
- Ensure you complete a vehicle pre-start on the first day of every swing, or first time you drive a different vehicle throughout your swing;
- Ensure you read, understand and sign off on all Safe Work Procedures (SWP) prior to undertaking any cleaning duties;
- Ensure you read, understand all cleaning products Safety Data Sheets (SDS) before handling chemical products;
- Ensure you comply with all OH&S and Rio Tinto regulations at all times;
- Attend and actively participate in all safety toolbox meetings and workshops;
- Report all OHS incidents or potential risks to Supervisor immediately;
- Report all HSE and maintenance issues to Cleaning Supervisor as soon as practicable;
- Ensure that all chemical bottles are replenished as per Safe Work Procedures (SWP) and Safety Data Sheets (SDS);
- Regularly update your Team Leader on all OH&S issues, including Take 5s, JHAs, SWPs, CCCs, daily running sheets and checklists;
- Carry out your responsibilities in a safe and efficient manner at all times, and in line with NBAC/Brida's policies and procedures at the time;
- Assist and participate in maintaining a healthy and safe work environment;
- Actively participate in safety related activities to achieve "zero harm" in the workplace;
- Implement the Brida mandate of 'Mates look after Mates';

### **Communications**

- Effectively and regularly communicate with your Team Leader(s) and Supervisor in a professional manner;
- Be an informal spokesperson for the team, listening to Team Members issues and grievances;
- Interact with client representatives in a kind, positive and professional manner;

### **Cleaning Duties**

- Undertake any other cleaning duties and responsibilities, as required and as advised by the Cleaning Supervisor;

### **Other**

- Have a sense of humour, assist the Team Leader and Cleaning Supervisor in creating a positive team culture and morale;
- Undertake any other task as requested by the Cleaning Supervisor;



#### **SELECTION CRITERIA**

##### **ESSENTIAL**

- Demonstrated experience in a cleaning or similar role;
- Demonstrated commitment to safe work practices i.e. completing all pre task hazard assessments;
- Work well within a team environment;
- Good communication skills;
- Good time management and organisational skills;
- Self-motivated and positive attitude;
- Excellent attendance record;
- Understanding and respect for Indigenous culture;
- Commitment to working with people from different background and cultures;

##### **DESIRABLE**

- Full and valid C Class Driver's License;
- Previous experience working in the mining industry an advantage