

Position Title:	Cleaner
Reports to:	Facilities Manager
Award:	<i>Airport Employees Award</i>

VISION, MISSION AND VALUES

Vision

To be a high performing Regional Airport leading the way with innovation, leadership and integrity providing exceptional outcomes for the airport, community, and key stakeholders connecting the Sunraysia region.

Mission

To realise our vision, we will consistently apply our core values to provide outstanding facilities and services, providing access and economic benefits to those we serve.

Values

- M** MAINTAIN and cultivate a customer service focus
- I** INNOVATION and INTEGRITY are recognised to be of utmost importance
- L** LEARNING and promoting a great team culture
- D** DRIVING for continual improvement
- U** UNDERSTANDING the importance of a memorable passenger experience
- R** RELATIONSHIPS built on RESPECT and trust
- A** A can do ATTITUDE to be fostered and supported

POSITION REQUIREMENTS

Duties and Responsibilities	<p>Clean airport terminal and office building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents/fixtures and fittings, restroom cleaning, waste management, upholstered furniture, etc.)</p> <p>Removal of rubbish, recyclable material and emptying bins.</p> <p>Clean and disinfect touch point areas throughout the terminal at regular intervals.</p> <p>Perform and document routine inspections and minor maintenance.</p> <p>Carry out heavy cleaning tasks and special projects, for e.g. Polishing floors, stripping wax and re-waxing where required.</p> <p>Cleaning and disinfect restrooms, fixtures, replenishing supplies and reporting defective plumbing fixtures.</p> <p>Ensure hand sanitising stations are full and user friendly</p> <p>Notify management of occurring deficiencies or needs repairs</p> <p>Maintain supply room cleaning stock</p> <p>Applying acids and solvents to surfaces to remove stains and dirt.</p> <p>Manage the up-keep of equipment and supplies to meet health and safety standards.</p>
------------------------------------	--

	<p>Inspects airport cleaning equipment and assists with coordinating maintenance and repairs.</p> <p>Assists with cleaning of the grounds as needed for the purpose of rubbish prevention and presentation if needed.</p> <p>Perform or schedule minor maintenance repairs and make minor adjustments when required.</p> <p>Pro-actively anticipating cleaning department needs and provide solutions</p>
<p>General Requirements</p>	<p>Monitor all cleaning-related activities</p> <p>Monitor and report specific trends</p> <p>Cooperate and work collaboratively with all members of the MAPL team and key stakeholders</p> <p>Build a strong working relationship with suppliers.</p> <p>Communicate with and provide instruction to other cleaning team staff</p> <p>In conjunction with OHS committee, review possible infectious disease transmission risks</p> <p>Notify and report all workplace incidents and near misses</p> <p>Follow best practice instructions as outlined within the Worksafe Australia Cleaning Guide</p> <p>Adhere to OHS requirements</p> <p>Maintain personal hygiene and protection at all times</p> <p>Participate in professional development opportunities in line with performance appraisals</p> <p>Develop growth opportunities by attending team briefings, meetings and maintaining personal qualifications.</p> <p>Maintain cleaning equipment</p> <p>Secure terminal/office buildings where required</p> <p>Ensure compliance with government aviation regulations</p> <p>Performs other duties as reasonably directed and trained to perform.</p> <p>Ensures MAPL policies and procedures are positively promoted and followed at all times.</p> <p>Adopts a professional manner whilst providing assistance to both team members and MAPL's Management team.</p> <p>Impeccable personal presentation in-line with MAPL's Grooming Policy</p> <p>Flexibility and adaptability to engage in MAPL's varying business needs</p>
<p>Physical Requirements</p>	<p>High frequency of the following physical activities will be required for this position.</p> <ul style="list-style-type: none"> Lifting and Carrying Pushing and Pulling Firm Grasping and Fine Manipulation Walking Bending and Stooping Twisting and Turning Kneeling and Squatting Reaching and Stretching
<p>Skills</p>	<p>Sound written and verbal communication and interpersonal skills</p> <p>Ability to show initiative and self-motivate</p>



	<p>Demonstrated ability to ensure confidentiality Demonstrated ability to self-manage work to business deadlines</p>
<p>Key Selection Criteria</p>	<p>Qualifications & Licences</p> <p>1 year experience in a cleaning role Experience with a variety of cleaning and sanitisation methods Ability to use heavy duty cleaning equipment Familiarity with MSDS Victorian Drivers Licence</p> <p>Essential</p> <p><i>Eligibility to obtain an ASIC (must have)</i></p> <p>Sound communication skills – written and verbal Ability to prioritise tasks and projects</p> <p>Desirable</p> <p>An understanding of OHS in a cleaning context Chemical Users Certificate</p>

<p>Employee Signature:</p>		<p>Date:</p>	
<p>Manager Signature:</p>		<p>Date:</p>	