

POSITION DESCRIPTION

Position: Cleaner (Operations Assistant)

Team: Arts & Culture

Group: Community Wellbeing & Services

Responsible To: Operations Coordinator Arts and Culture

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Community Wellbeing & Services Group. The Group includes Libraries, Community Centres, Sports Centre, Aquatics Hastings, Social & Youth Development, Toitoti Hawke's Bay Arts & Events Centre, Hastings City Art Gallery and Senior Housing.

The purpose of this position is to deliver efficient and effective cleaning services to Toitoti Hawke's Bay Arts & Events Centre & Hastings City Art Gallery. To always provide the best level of customer service working with a professional attitude, enhancing our relationships with the client, and the community.

This can be achieved by:

- Cleaning Services
- Effective scheduled cleaning at Toitoti & HCAG
- Key Corporate Responsibilities

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a lead responsibility are:

Arts and Culture facilities

- Ensure the interior of all Arts and Culture facilities are clean and presentable.
- Regular cleaning of the interior of all public facing facilities across all sites.
- Monitor, identify, schedule, and undertake cleaning duties on the facilities.
- Monitor and work closely with the external cleaning company and ensure that the cleans are performed in a thorough and timely manner. Any issues to be escalated to the Operations Manager.
- Cleaning to be planned to not impact day to day business of Arts and Culture facilities.

Toitoti Only

- Responsible for the upkeep, cleaning, and order of all the backstage facilities. This includes but is not limited to cleaning all areas, maintaining par levels of linen, kitchen equipment and furniture, in the dressing rooms, greens room, toilets, kitchen and hallways.
- Regular spot checks conducted on the building's interior public facilities. Cleaning applied as needed.
- To undertake deep cleans in the bars and other areas at the direction of the Operations Manager.
- Building and equipment hazards are regularly identified and reported through correct channels.
- Monitor, organise and report on equipment and chemicals used.
- Cleaning equipment is stowed in a manner that does not impact its life span.
- Cleaning equipment maintained regularly and repaired efficiently to ensure it is available for use when required.
- Equipment replacement recommendations are reported to the Toitoti Operations Manager.
- Equipment taken out of service for repair is reported immediately to the Operations Manager.
- Implement and Toitoti events and equipment setups only when required as an additional resource.
- Liaise with Operations Manager on daily cleaning tasks and responsibilities.

Health & Safety

- Manage Health & Safety of Contractors.
- Health & safety considered and documented for every task.
- Assist with building and equipment hazards identified, reported, scored, and monitored according to HDC process.
- All contractors are aware of risks at Toitoti and follow our H & S plan.
- All contractors have full comprehension of risks at Toitoti and are fully inducted into the building.
- Risks are identified and reported in vault and to those concerned.

Key Corporate Responsibilities

- Actively participates in complies with all Health, Safety & Wellness initiatives, and requirements.
- Uses Code of Conduct, Corporate policies, Procedures, processes, Systems and Business Conventions when undertaking roles
- Staff are supported to actively identify and participate in training initiatives to develop themselves and their role specific skills,
- Actively supports our corporate sustainability strategy, Sustainable Steps.
- Supports and participates in all relevant legislation and undertakes obligations.
- Health, Safety and Wellness initiatives are supported and actioned as part of standard work practices.
- Code of Conduct, Corporate Policies, Processes, Systems and Business Conventions are used when undertaking this position.
- Our Sustainable Steps corporate sustainability strategy is applied to your work practices.
- You openly take on other duties as reasonably requested of you.

Important Functional Relationships

External

Customers
Suppliers
Contractors

Internal

Arts and Culture Team
Event Manager
Technical Manager
Hastings District Council

Committees/Groups

Person Specification

Qualifications

- Current Full Drivers Licence

Knowledge/Experience

- Experience in building cleaning
- A minimum of 2 years' experience in a similar role
- Good knowledge of cleaning chemicals and hazards
- Good organisational skills
- Ability to work on own initiative and within a team structure
- Strong background and demonstrated proactive approach to customer service delivery
- Sound PC skills with the ability to use Microsoft packages at beginner level

Key Personal Competencies

- Teamwork/collaboration
- Able to build stakeholder and team respect
- Decisive and respected advisor

Personal Attributes

- Collaborative
- Straight forward

- Decisive
- Engaging
- Focused
- Sense of humour