



Moyne Shire Council

Seasonal Caravan Park Cleaners



Thank you for your interest in applying for the Seasonal Part-Time position of Seasonal Caravan Park Cleaner with the Moyne Shire Council.

This Information Pack has been created to give you the information you need about this position and the application process, including:

- [The Application Process](#)
- [The Selection Process](#)
- [About Moyne Shire Council](#)
- [Employment Details](#)
- [Relevant Physical Requirements](#)
- [Position Description](#)
- [Key Selection Criteria](#)

For general details of the Council, please refer to the following web site: www.moyne.vic.gov.au

Please be advised the preferred applicants for these positions will be required to undergo a pre-employment medical and police check prior to any offers of employment being made. All associated costs will be covered by Council.

All applicants must hold a current 'Employee' level of Working with Children Check, or be willing to obtain a check at their own expense.

For further information about the position or duties involved, please contact Danielle Christians, Caretaker at Gardens Caravan Park on 0418120962 or via email on danielle.christians@moyne.vic.gov.au. Alternatively, you can contact Greg Fitzsimmons, Caretaker at Southcombe Caravan Park on 0438 020 824 or via email on greg.fitzsimmons@moyne.vic.gov.au.

Please note that applications for this role close at **10am Monday 6 March 2023**. Applications received after this time will not be considered for this role.

We look forward to receiving your application.

Amy Hilton
People and Culture Coordinator
Moyne Shire Council

THE APPLICATION PROCESS

Moyne Shire Council is proud to be an Equal Opportunity Employer. Our recruitment processes are conducted in a fair and equitable manner to ensure that all decisions are merit-based and comply with equal opportunity and workplace-related legislation.

We aim to ensure all recruitment processes result in the best people joining the Moyne Shire team, so that we continue to deliver high quality services to our communities.

PREPARING YOUR APPLICATION

Your application is your introduction to those who will form the selection panel, and the information you provide will be the basis on which the panel will assess your suitability for the position.

To ensure the panel can accurately assess your suitability when shortlisting applicants, it is important to include the following:

1. Cover Letter

Cover letters are a great way to introduce yourself and show how you will be a good fit for both the advertised position and for Moyne Shire. You can do this by keeping your letter relevant to the position and focus on the requirements for the role.

2. Current Resume

A current resume detailing your employment history, educational history and qualifications, skills and experience must be provided. Please ensure your resume includes your up-to-date contact details, including a telephone number, so you may be contacted if required.

3. Statement Addressing the Key Selection Criteria

The Key Selection Criteria for each position details the knowledge, skills, experience and qualities that have been deemed essential for applicants to possess to be successful in the position. All applications received are assessed against the Key Selection Criteria when shortlisting is conducted, so it is essential you address the criteria in your application.

4. Current Referees

The names, position titles and contact telephone numbers of at least three professional (work-related) referees must be provided. These should include a direct supervisor and/or a current employer.

The Council is pleased to accept all applications for positions and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading. *Please staple together all information; do not enclose your application in a folder.*

SUBMITTING YOUR APPLICATION

All applications are treated with the strictest confidentiality and are to be addressed as follows:

Confidential
Amy Hilton
People & Culture Coordinator
Moyne Shire Council
PO Box 51
PORT FAIRY VIC 3284

Alternatively, applications may be submitted online at: www.moyne.vic.gov.au/careers

Applications for positions must be received by the nominated closing time.
Applications received after this time **will not be considered**.

All applicants will be contacted by the People & Culture Unit to confirm receipt of their application. This notification will be via email, or via post when no email address is received for the applicant. **If you do not receive confirmation that your application has been received**, please check your "Junk" email folder prior to contacting Council.

THE SELECTION PROCESS

Moyne has a robust selection process to ensure all decisions are based on merit, and are not influenced by personal bias or conflicts of interest.

SHORTLISTING AND NOTIFICATIONS

All applications will be shortlisted by a selection panel of no less than two individuals once applications close. Candidates are assessed against the Key Selection Criteria for the position and against the other applications received. Considerations include the applicant's fit with our culture, the team, and the duties to be performed.

Although timeframes may vary, shortlisting is usually completed within two-weeks of the closing date. You will either receive a phone call inviting you to an interview for the position, or written notification that you have been unsuccessful within four-weeks of the closing date.

INTERVIEWS

All shortlisted applicants will receive a phone call to be offered an interview and will receive written confirmation of the interview time, date and location once agreed.

Where practical, all interviews will be conducted face-to-face with a selection panel of three individuals. Candidates will be asked a selection of pre-determined interview questions and may also be required to complete a practical test, element or presentation relating to the position or the Key Selection Criteria for the role.

Applicants selected for interview who have any special requirements or require assistance for the interview process are asked to inform the People & Culture Unit to ensure necessary arrangements are in place.

PRE-EMPLOYMENT CHECKS

Following interviews being conducted, the panel will decide upon a recommended applicant who will be invited to undertake all relevant pre-employment checks for this position. The checks required will vary dependent on the role to be offered, but may include:

- At least two reference checks;
- A Police check;
- A pre-employment medical;
- Confirmation the employee holds all relevant qualifications and licences for the position including:
 - Drivers Licence
 - Formal qualification/s
 - 'Employee' level Working with Children Check or VIT registration
 - First Aid and CPR certificate
 - Plant tickets

All documentation needed to complete the required checks will be forwarded to the employee for completion once they have been determined to be the preferred applicant and is to be returned to jobs@moyne.vic.gov.au

OFFER OF EMPLOYMENT

An offer of employment will be formally made once a preferred applicant has returned and satisfactorily passed all required pre-employment checks.

Once verbally accepted, a formal letter of offer pack comprising the letter of offer, position description and relevant HR forms (contact details, tax file number, etc.) will be forwarded to the applicant via email.

All interviewed applicants unsuccessful in obtaining the position will be notified of the outcome of the position via phone call at this stage.

ABOUT US

From the rolling green pastures that support the dairy industry to the stunning coastline beaten by waves for thousands of years, Moyne Shire is a diverse and exciting region.

Located at the western end of Victoria's Great Ocean Road, Moyne Shire Council spans over 5,500sqkm and is currently home to over 16,000 residents. The Shire encompasses a number of beautiful and historic townships and villages, including Koroit, Mortlake, Port Fairy, Peterborough, Killarney, Yambuk, Hawkesdale and Macarthur.



Moyne Shire Council is a major employer within the region with more than 300 people employed in a range of areas including road works, elderly home care, community development, tourism and events, customer service, planning, finance, and children's services.

Moyne Shire offers a range of exciting career and development opportunities coupled with a great work environment. With a number of flexible working conditions and attractive remuneration options on offer Moyne Shire is not only a great place to live, it is a great place to work!

OUR VISION

Moyne Shire will be a vibrant, liveable, and prosperous community. People are diverse, resilient and feel happy and safe.

OUR PURPOSE

To work responsibly with the community to provide opportunities, respond to issues, look after assets, encourage investment and empower communities to help themselves.

OUR VALUES

- Engagement
- Fairness
- Responsible
- Aspirational
- Empowerment
- Supportiveness
- Respectful
- Accountable

OUR BENEFITS

We here at Moyne Shire Council value our employees, and are committed to supporting and rewarding our staff by offering an array of benefits and programs including:

| | | |
|---|--|--|
| <ul style="list-style-type: none">• Flexible working arrangements | <ul style="list-style-type: none">• Ongoing professional development opportunities | <ul style="list-style-type: none">• Generous paid Parental Leave entitlements |
| <ul style="list-style-type: none">• Paid Family Care Leave in addition to carers leave | <ul style="list-style-type: none">• Ability to purchase additional leave | <ul style="list-style-type: none">• Access to the Moyne Shire Employee Apple Store and corporate rates |
| <ul style="list-style-type: none">• Required uniform items and PPE supplied | <ul style="list-style-type: none">• Paid leave for blood donations and performing community services | <ul style="list-style-type: none">• Confidential Employee Assistance Program |
| <ul style="list-style-type: none">• Study support by way of leave and tuition contributions | <ul style="list-style-type: none">• Access to the Local Government Employees Health Plan | <ul style="list-style-type: none">• Relocation assistance to Moyne Shire and Warrnambool City areas |
| <ul style="list-style-type: none">• Health and Wellbeing Program | <ul style="list-style-type: none">• Social calendar | <ul style="list-style-type: none">• Contributions towards voluntary uniform purchases |

EMPLOYMENT DETAILS
Seasonal CP Cleaner

| | |
|----------------------------------|---|
| STATUS: | Seasonal Part-Time |
| TENURE: | September - April each year. |
| LOCATION: | Moyne Shire Caravan Parks |
| AWARD: | Victoria Local Authorities Award 2001 and the Moyne Shire Enterprise Agreement |
| CLASSIFICATION: | Band 1 |
| SALARY: | \$36.80 per hour (Inclusive of a 25% Special Engagement loading on the base rate) |
| PAYMENT DETAILS: | Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit. |
| SUPERANNUATION: | Council will make contributions in accordance with legislative requirements to the applicant's chosen compliant superannuation fund. Council's default superannuation fund is the Local Authorities Superannuation Fund (also known as Vision Super). |
| HOURS: | Hours of duty will be as rostered. Due to the nature of the work it is essential that applicants are flexible in being able to work when required. |
| ANNUAL LEAVE: | 4 weeks annual leave pro-rata |
| SICK LEAVE: | 12 days sick leave pro-rata |
| PROFESSIONAL DEVELOPMENT: | The Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities including hosting in-house training sessions, entitlements to attend external training courses and conferences, and contributions of money and leave to support employees undertaking study in a field relevant to their position. |
| PROBATIONARY PERIOD: | This position is subject to an initial 6-month probationary period. |
| PHYSICAL REQUIREMENTS: | Relevant physical requirements as outlined. |
| WWCC: | It is a condition of employment that staff members must maintain a current Working with Children Check at "Employee" level (valid for 5 years). It is the responsibility of potential staff members to cover all costs associated with the Working with Children Check. |

PHYSICAL REQUIREMENTS
Seasonal CP Cleaner

| Activity | Nil | Light | Average | Constantly |
|-----------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sitting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Driving | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heavy Lifting (>15kg) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RELEVANT PHYSICAL REQUIREMENTS

CLEANER

| | |
|--------------------------|---|
| Posture | <ul style="list-style-type: none"> • Standing for up to 80% of working hours • Walking for up to 80% of working day • Twisting, pulling, pushing, bending, lifting, kneeling, squatting and carrying of equipment |
| Upper Limb/Body | <ul style="list-style-type: none"> • Approximately 90% of working hours spent bending/reaching • Some reaching above shoulder – hanging out washing, dusting etc. • Some sustained neck flexion may be required when performing cleaning tasks • Some handwriting |
| Trunk | <ul style="list-style-type: none"> • Some twisting in standing position • Bending below the knee – cleaning toilets, baths, showers |
| Other | <ul style="list-style-type: none"> • Repetitive or sustained forces – lifting/lowering with one side of the body |
| Work Environment | <ul style="list-style-type: none"> • Wet areas – bathroom, toilet, kitchen |
| Weights | <ul style="list-style-type: none"> • Lifting weights –mop and bucket of water etc. |
| Performance Level | <ul style="list-style-type: none"> • Has to be able to meet timeframes set for allocated work |

**STATEMENT OF CLEANING DUTIES –
AMENITIES BLOCKS, BARBEQUES AND LODGE CLEANING**

Key activities for the satisfactory provision of the service are:

Moynes Shire Council | Seasonal CP Cleaner

- (a) **Cleaning Amenities Blocks**
- (b) **Cleaning Barbeques**
- (c) **Lodge**

Cleaning Amenities Blocks

This service covers the cleaning of all amenities and includes but not limited to:

- Replenishment of toilet requisites and disposables.
- Cleaning and disinfecting floors, walls, doors, mirrors, windows and ceilings.
- Cleaning and disinfecting toilet bowls, urinals, hand basins, showers, seats and bench tops.
- Graffiti removal.
- Collection of loose litter and debris.
- Cleaning and disposal of litter from litter bins.
- Provision of public information signs.

Cleaning Barbeques

This service covers the cleaning of all barbeques, hotplates, barbeque shelters, rotundas and picnic shelters including but not limited to:

- Cleaning and degreasing of hotplates and associated benches.
- Cleaning of floors and walls of barbeque shelters, rotundas and picnic shelters.
- Collection of loose litter and debris.
- Provision of public information signs.
- Collection of coins and banking of coins.

Lodge Cleaning

This service covers but not limited to:

- Replenishment of toilet requisites and dispensable.
- Cleaning and disinfecting floors, walls, doors, mirrors, windows and ceilings.
- Cleaning and disinfecting toilet bowls, hand basins, showers, seats and bench tops.
- Cleaning kitchen appliances.
- Graffiti removal.
- Collection of loose litter and debris.
- Cleaning and disposal of litter from litter bins.
- Maintenance of all cutlery, crockery, glassware, cooking utensils, linen supplies, minor electrical equipment and tea towels in lodge

Maintenance Cleaning Performance Standards

- Toilet bowls, seats and lids shall be cleaned on all external and internal surfaces by brush and cleaning agents to remove all foreign matter and stains.
- Urinals and shower cubicles shall be cleaned on the full surface area with cleaning agents to remove all foreign matter encrustations and stains.
- Hand basins, baby baths, sinks, wash troughs and cubicle and Amenities Block doors shall be cleaned on full external and internal surfaces, using a cleaning agent to remove

all stains and foreign material; door hinges shall be lubricated to ensure ease of operation. Fittings shall be dried after cleaning.

- Floors shall be swept and washed with a mop using cleaning agents and scrubbed as necessary to remove all foreign material and stains. Particular attention is to be given to the corners or walls and floors. Floors shall be flushed with fresh water to remove excess cleaning agents and the excess water is to be swept into available drains or away from the facility. The floors shall be mopped to a near dry finish.
 - Walls, mirrors, ceilings, windows, including window frames and any attached seating or other equipment, shall be cleaned with cleaning agents to remove all foreign matter markings and cobwebs. Any graffiti unable to be removed with normal cleaning agents, shall be immediately reported to the Site Caretaker.
 - All floors, toilet bowls, urinals, hand basins, shower cubicle walls and other surfaces as necessary shall be disinfected.
 - All litter and debris within the facility and from any litterbin inside shall be collected, removed and disposed.
 - Replenish stocks of disposables, such as, toilet paper, paper towels, automatic deodorant dispenser refills and air freshener refills, soap dispenser materials and urinal disinfectant tablets at each cleaning operation.
 - Cleaning and collection personnel wear all necessary safety clothing and use the required safety equipment.
 - Appropriate signage, barricades etc. shall be put in place to provide warnings to the public of the cleaning operations in place and wet floors, etc.
 - Inspect all equipment within the amenities blocks and report any malfunction, or need of maintenance on a daily basis to the Site Caretaker. Faulty equipment shall be appropriately signed.
 - Each cleaning visit to any amenities block shall incorporate all of the above standards.
 - Display indicative cleaning times on amenities buildings during peak periods.
 - Sanitary waste disposal units shall be cleared, cleaned and serviced weekly.
 - Litter shall be disposed at an approved facility
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POSITION DESCRIPTION
Seasonal CP Cleaner

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|------------------------|---|
| POSITION: | Seasonal Cleaner – Moyne Shire Council Caravan Parks |
| NAME: | Vacant |
| TENURE: | Seasonal Part-Time September - April each year |
| DIRECTORATE: | Economy and Place |
| UNIT: | Tourism & Customer Experience |
| AWARD: | Victorian Local Authorities Award 2001 and Moyne Shire Enterprise Agreement |
| CLASSIFICATION: | Band 1A + 25% Special Engagement Loading |
| DATE APPROVED: | July 2022 |
| APPROVED BY: | Chief Executive Officer |

1. POSITION OBJECTIVE

To maintain the Moyne Shire Council Caravan Parks (Mortlake, Port Fairy, Yambuk, Killarney and Koroit) in a clean and tidy manner as described in the attached statement of cleaning duties and as directed by the Caravan Park Caretaker.

2. KEY POSITION RESPONSIBILITIES AND DUTIES

As directed by the Caravan Park Caretaker:

- Carry out cleaning duties in a safe and effective manner in accordance with the attached statement of cleaning duties.
- Report any damage, vandalism or maintenance requirements issues to the attention of the Caretaker.
- Maintain communication with the Caretaker to ensure chemicals and cleaning materials are in stock to fulfil cleaning duties.

3. ORGANISATIONAL RELATIONSHIPS

Reports to: Caretaker, Caravan Parks Coordinator

Supervises: Nil

Internal Liaisons: Caravan Park Staff including Caretakers and Customer service officers.

External Liaisons: **Caravan Park Guests**

4. ORGANISATIONAL RESPONSIBILITIES

| Responsibility | Demonstrated By |
|----------------------------------|---|
| a) Customer Service | Provide timely and professional service to internal and external customers in accordance with Council's Customer Service Charter, including:- <ul style="list-style-type: none"> ○ Providing informed and professional guidance and advice ○ Listening to and understanding customer needs ○ Ensuring the public image and reputation of Council as a service provider is maintained in the highest integrity. ○ Ensuring accurate and complete provision of information ○ Displaying a "can do" attitude. |
| b) Work Environment | Adherence to Council policies and procedures at all times. <p>Asset Management</p> <ul style="list-style-type: none"> - Be aware of and apply the principles of Asset Management - Have an understanding of how the tasks within this PD can improve the Council's long-term asset management. - Be proactive in reporting Asset Management issues or circumstances that will assist the organisation <p>Occupational Health and Safety (OHS).</p> <ul style="list-style-type: none"> - Comply with OHS policies, procedures and requirements. - Work safely and not place the health and safety of other workers, or the public at risk. - Actively contribute to the hazard identification process. - Encourage other employees and contractors to consider safety factors within the working environment. <p>Multi-Skilling</p> <ul style="list-style-type: none"> - Adhere to Part B of the Enterprise Agreement, where an employee may be directed by the employer to carry out such duties that are within the limits of the employee's skill. <p>Emergency Response</p> <ul style="list-style-type: none"> - Supporting Council's response in time of Emergencies, including contributing to Council's relief and recovery efforts as required. |
| c) Diversity | <ul style="list-style-type: none"> • Support and promote environments and services free from discrimination, harassment, bullying, violence and victimisation. • Take actions and display behaviours that promote inclusion, accessibility, and celebrate diversity. |
| d) Continuous Improvement | <ul style="list-style-type: none"> • Continually monitor and review practices to identify opportunities to improve: <ul style="list-style-type: none"> - Efficiency, effectiveness and elimination of waste, - Quality of service provision, |

| | |
|------------------------|---|
| | <ul style="list-style-type: none"> - The customer focus of the organisation, - The competitiveness of the organisation, - The job satisfaction and career opportunities for employees, - The involvement of employees in the decision making processes of the organisation |
| e) Child Safety | <ul style="list-style-type: none"> • Interact with children in an age-appropriate manner at all times, modelling appropriate and positive behaviour • Promote the safety, welfare and wellbeing of children • Report all disclosed, observed or suspected instances of child abuse and/or neglect. |

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for the standard of work carried out as described in the attached statement of cleaning duties.
- Responsible for reporting when toilet and cleaning requisites require replenishment.

6. JUDGMENT AND DECISION MAKING

- Demonstrate initiative and innovation when approaching all aspects of the position.
- Ability to make routine decisions about tasks being performed.
- Decisions of a non-routine nature must be referred to Site Caretaker or Manager, Corporate Business and Tourism.

7. SPECIALIST SKILLS AND KNOWLEDGE

- An understanding of Moyne Shire Council's cleaning standards contained in the attached statement of cleaning duties.

8. MANAGEMENT SKILLS

- Basic understanding of time management.

9. INTERPERSONAL SKILLS

- Good communication skills, which enable effective liaison with the Caretaker, Caravan Parks.
- A customer focused and friendly attitude.
- Basic written skills to enable completion of a timesheet and other documents relevant to the position.
- Ability to maintain professional conduct in an obliging and courteous manner and carry out duties with minimal disturbance to customers.

10. QUALIFICATIONS AND EXPERIENCE

- Current 'Employee' Working with Children Check,
- Flexible / Can-do attitude.
- Previous cleaning experience.
- Ability to work under routine supervision.

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used as a tool to assist in the selection of the most suitable applicant. The criteria are not listed in any order of importance and the list is not exhaustive.

| | |
|-----------------------|--|
| Qualifications | Essential Current Employee Level Working with Children Check |
| Experience | Desirable Previous Cleaning experience Current Victorian Drivers Licence |
| KSC 1 | Ability to work without supervision |
| KSC 2 | Basic written skills, with the ability to complete timesheets and other documents required in the position |
| KSC 3 | Proven time management skills |
| KSC 4 | Demonstrated understanding of safe work practices |

Applications that fail to address the above Key Selection Criteria in full will not be considered for this position.

ADDRESSING KEY SELECTION CRITERIA

Each criterion must be addressed and it is essential the information you provide is clear, concise, and most importantly relevant.

It is up to you to demonstrate you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.



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Princes Street, Port Fairy

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1 Jamieson Avenue, Mortlake

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