

POSITION DESCRIPTION

Cleaner / Utility / Handyperson

Definition	The Cleaner / Utility / Handyperson position is a part-time role that will be autonomous for most of their shift, however will report to the General Manager or their delegate.
General Responsibility	<p>The Cleaner / Utility / Handyperson is responsible for:</p> <ul style="list-style-type: none">• Maintaining the cleaning standards of the club during the week, primarily Monday to Friday• Monitoring the cleanliness standards of any external contractors or service providers• Maintaining the condition of cleaning and storage areas as directed• Move function equipment as per floorplans provided by the Functions department• Conduct basic maintenance of the club and storage areas as required•
Reporting	The Cleaner / Utility / Handyperson reports directly to the General Manager or their delegate
Additional Functions	<p>The Cleaner / Utility / Handyperson assumes the following responsibilities:</p> <ul style="list-style-type: none">• Disarm security system on arrival at the club.• Clean all windows of the clubhouse• Ensuring sufficient cleaning products are kept on hand• Ensure hand-over notes are provided when required for contract staff• Maintain all cleaning equipment in a safe and clean condition• Weekly Deep-Clean of the kitchen area
Employment Standards	<p>It is essential that the Cleaner / Utility / Handyperson possesses the following attributes:</p> <ul style="list-style-type: none">• A current Police Clearance• Abide by Safe Work Practices at all times.