

Cleaner (Casual)

ABOUT THE PAVILION

The Pavilion Performing Arts Centre Sutherland is the premier performing arts centre in the Southern Sydney metropolitan area, strengthening regional and cultural values, and connecting its community to the entertainment and the arts. A state-of-the-art, multi-purpose venue with world-class technical facilities and seating for up to 686 patrons, the Pavilion is located in the heart of the Sutherland Shire. In addition to The Pavilion Performing Arts Centre, The Pavilion is responsible for the management of Sutherland Arts Theatre, a smaller 160 seat venue located close by to The Pavilion.

PURPOSE OF POSITION

To maintain The Pavilion's assets and facilities in accordance with various service standards. The position will be customer-focused and ensure all work is carried out in a safe, efficient, and effective manner, as well as complying with all policies and procedures set by The Pavilion.

POSITION OUTCOMES AND ACCOUNTABILITIES

Outcome	Performance Standard
Cleaning	
Ensure all cleaning services are delivered to a best practice level of cleanliness and hygiene.	<p>Meets scope of cleaning works and schedules as indicated but not limited to:</p> <ul style="list-style-type: none"> - Vacuuming - Sweeping and leaf blowing - Mopping and scrubbing - Dusting, wiping and polishing - Toilet, sink and mirror cleaning - Non-industrial pressure washing - Eye level window cleaning - Internal graffiti removal - Rubbish removal and bin emptying - Touch-up upholstery cleaning - Reset areas back to standard and the return of out-of-place items and equipment
Ensure that the entirety of The Pavilion and Sutherland Arts Theatre's spaces are cleaned on a regular and methodical basis	<p>Meets scope of scheduling requirements for the following areas, including but not limited to:</p> <ul style="list-style-type: none"> - Theatre and Stage Areas - Ancillary event spaces - Foyers - Offices and Green Rooms - Bathrooms - Change Rooms - Hallways and Storerooms - Loading Docks - Waste Rooms - External Venue Perimeters - Bar and Café Areas
Maintenance	
Maintain the venue and its equipment in a safe, clean and tidy condition	<p>Equipment is cleaned regularly</p> <p>All equipment defects are reported in a timely manner</p> <p>Identified venue maintenance defects are reported in a timely manner</p>

Safety	
All works and general operations are completed in a safe manner	<p>Follow all Risk Assessments and Safe Work Method Statements</p> <p>Follow all internal policies and procedures</p> <p>Identify and report any safety issues as they arise</p> <p>Report all safety incidents, near misses and hazardous defects in line with WHS procedures</p>
An accurate register of cleaning equipment and products is maintained, and items are stored safely	<p>Cleaning chemicals are stored safely in accordance with Safe Work requirements.</p> <p>Out of date items are disposed of in a timely manner and appropriately</p> <p>Equipment log is updated as required</p>
Administration	
Report to the Cleaning & Maintenance worker on the status of works undertaken	Daily reporting for event related cleaning
Consumable cleaning stock is monitored	Cleaning and Maintenance Worker is notified of stock levels as required in a timely manner
Event related cleaning requirements are followed	Cleaning brief sheets for events are read and followed
Individual Responsibilities	
Undertake training as required	Attend, participate and satisfactory completion of all mandatory and nominated development training
Undertake other tasks, which are considered relevant to the role from time to time	Acceptance and completion of the work in a timely manner
Communication with team members and suppliers	Correspond formally via email when engaged by Supervisor/Manager
ORGANISATIONAL RELATIONSHIPS	
Reports To	<p>Operations and Services Manager</p> <p>Cleaning & Maintenance Worker</p>
Direct Reports	Nil
SELECTION CRITERIA	
Essential	<p>Experience:</p> <p>Experience cleaning in commercial or industrial environments.</p> <p>Ability to work a wide spread of hours from Monday to Sunday across The Pavilion's venues.</p> <p>Administrative and record keeping skills</p> <p>Ability to manually handle items up to 20kg</p> <p>Ability to work independently or in a small team</p> <p>Certification:</p> <p>C Class Drivers Licence</p> <p>Working With Children clearance or ability to obtain</p> <p>Full Australian working rights</p>

Desirable	Satisfactory verbal and written communication skills Demonstrated customer service skills
SPECIFIC EMPLOYMENT CONDITIONS	
<p>This is a casual position.</p> <p>This position requires the ability to work within a wide spread of hours including (9:00pm to 5:00am, Monday to Sunday) across both of The Pavilion’s venues.</p> <p>The Cleaner position is employed and paid under the conditions of the Local Government (State) Award 2023. The physical requirements of the position are, but not limited to, prolonged periods of standing and being able to lift and carry items up to 20 kilograms. You agree to advise The Pavilion of any pre-existing injuries or conditions that might inhibit you from completing the requirements of this position.</p>	
REMUNERATION	
<p>Hourly ordinary rate is \$33.76 per hour plus super.</p> <p>Hourly rate is inclusive of applicable adverse working condition allowances.</p> <p>Penalties</p> <p>Penalty rates apply to Saturdays and Sundays</p> <p>Shift penalties apply to hours worked outside of 5:00am to 9:00pm (Monday-Friday).</p>	
APPLICATION PROCESS	
<p>To apply, please email a resume and cover letter to The Pavilion recruitment team at: recruitment@thepavilionarts.au</p> <p>Applications close 31 July 2024</p>	