



Cleaner October 2026

Celebrating our diversity



Cleaner – F260171

\$41.96 per hour (inclusive of casual loading)

The Position

The Shire of Manjimup is seeking suitably experienced cleaners to join our team to provide cleaning predominantly in Manjimup, with potential for relief work across multiple departments within the Shire.

This role is responsible for:

- Internal cleaning duties including vacuuming, tile cleaning and mopping floors, cleaning toilets, and emptying bins.
- External cleaning duties including doors and windows, furniture, and pathways, emptying bins, and blowing of leaves and debris.
- Relief coverage across departments as required.
- Reporting any safety and public liability issues, problems, or damage.
- Visual inspection of playgrounds and public amenities.
- Maintaining chemicals and consumables stock and reporting shortages to the line manager.
- Ensuring that security and alarms are set when required.

Selection Criteria

To be successful in this role you will need:

1. Basic time management skills.
2. Basic verbal communication skills including negotiation and dealing with public relations.
3. Understanding of chemical use processes for cleaning/maintaining vinyl, tile, and timber floors.
4. Knowledge of cleaning chemical application and relevant health requirements.
5. Ability to use relevant cleaning equipment for different surface maintenance.
6. Willingness to learn new skills.
7. Availability to work a variety of shifts across weekdays and weekends.

To Apply

Head to www.manjimup.wa.gov.au for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community. To get further information, please contact Human Resources by email hr@manjimup.wa.gov.au

Closing Date: 5.00pm Tuesday 27 October 2026

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Collection Notice

The Shire of Manjimup collects your personal information to assess your suitability for employment and manage the recruitment process. We may disclose your information to referees, recruitment agencies, and relevant Shire staff involved in the selection process.

This information is collected under the Local Government Act 1995 (WA) and related employment legislation. If you do not provide the requested information, we may be unable to assess your application.

You may request access to your personal information at privacy@manjimup.wa.gov.au

Cleaner

Directorate	Development and Regulation
Department	AquaCentre, Building Services, Community & Recreation Services, Home & Community Care, Libraries & Cultural Services
Reports to	Applicable Department Manager / Supervisor
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 2, Casual
Primary Location	Shire of Manjimup Facilities

Position Objectives

- Maintain the relevant facilities and surrounds in a clean and sanitary condition to facilitate the operation of the daily functions of Shire employees and the general public.
- To clean the relevant facility at such times that will enable the user groups to operate within minimum disruption.
- Caretake the relevant facilities to facilitate the operation of the daily functions of Shire employees and the general public.

Key Duties and Responsibilities

Duties and responsibilities may include some or all of the following:

- Maintain cleanliness and caretake facilities as required.
- Complete cleaning and caretaking duties for specific venue requirements as per separate facility schedule:
 - Clean, vacuum, and wet mop all floors or scrub floors and walls.
 - Clean doors and windows.
 - Clean toilets and empty bins.
 - Sweep / blow steps, paths, and entrances.
 - Remove rubbish from areas immediately surrounding buildings.
 - Maintain and clean furniture.
 - Other site specific and/or caretaker duties.
- Maintain chemical, consumables and equipment stocks as required. Report shortage of chemical and consumables and required repairs/replacements of equipment to line manager/supervisor.
- Ensure security and alarms are set where required.
- Report any security/alarm issues, safety and public liability issues, facility damage, vandalism and/or maintenance requirements to the applicable manager/supervisor.
- Other cleaning and caretaker duties as directed.

Extent of Authority

- Required to work unsupervised and to report to the applicable manager/supervisor any repairs required or damage relating to facilities, security, or safety after hours.

Physical and Environmental Demands

- Facility based, physically demanding role: continuously stand, walk, bend, squat, lift, carry, and push and pull carpet and floor cleaning equipment.
- Work is performed indoors and outdoors including on uneven or wet and slippery surfaces.
- High level use of chemical cleaning products.
- Position often works in isolation.
- Position often works after standard business hours.
- Driving is an essential requirement.

Skills, Knowledge, Experience and Qualifications

Skills and Knowledge

- Basic time management skills.
- Basic verbal communication, negotiation, public relations, and interpersonal skills.
- Ability to work and complete cleaning of large areas unsupervised.
- Flexibility to work within the caretaking / cleaner role within other Shire facilities.
- Understanding of chemical use processes for cleaning/maintaining vinyl, tile, and timber floors.
- Understanding of cleaning methods of glass and artefacts/exhibits (e.g. museum).
- Knowledge of cleaning chemical application and relevant health requirements

Experience and Qualifications

- Experience operating various equipment for cleaning relevant surfaces.
- Experience with caretaking of public facilities, where applicable.
- No formal qualifications required.
- Current "C" class driver's licence.
- National Police Clearance.

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