



## Position Description

### Junior Team Member, Summer Crew

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#### Position profile

<b>Last review:</b>	September 2021	<b>Position number:</b>	TBA
<b>Department:</b>	Cleansing	<b>Reports to:</b>	Team Leader
<b>Directorate:</b>	Community, Assets & Operations	<b>Status:</b>	Casual
<b>Salary group:</b>	Salary Band Tier 1 to Tier 4		

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#### Position purpose

- Carry out litter picking duties
- Public Toilet restocking
- Emptying, replacement, and cleaning of street litter bins
- Wiping down of street furniture
- Reporting of hazards

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#### Main outcomes

To facilitate a clean and attractive Waverley by delivering a safe and efficient public space cleaning service.

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#### Core capabilities

<b>Customer Service</b>
<ul style="list-style-type: none"><li>• Understanding the customer's needs and perspectives.</li><li>• Meeting and where possible exceeding the expectations of internal and external customers through quality customer service.</li></ul>
<b>Systems , critical thinking and decision making</b>
<ul style="list-style-type: none"><li>• Assessing problems by examining the situation, identifying options and making a decision.</li></ul>
<b>Project Management</b>
<ul style="list-style-type: none"><li>• Understanding projects and their broader implications to Waverley's plans</li></ul>
<b>Communication &amp; people skills</b>
<ul style="list-style-type: none"><li>• Expressing ideas clearly with internal and external customers. Listening thoughtfully and building collaborative, respectful relationships.</li></ul>
<b>Sustainability</b>
<ul style="list-style-type: none"><li>• Working within Council's sustainable policies and procedures, and identifying areas of potential efficiencies.</li></ul>
<b>Business performance reviews</b>
<ul style="list-style-type: none"><li>• Identifying and suggesting opportunities for improving work practices.</li></ul>
<b>Risk Management</b>
<ul style="list-style-type: none"><li>• Identifying and reporting risks or threats to Council's operations or reputation.</li></ul>



## Skills, knowledge and experience

Essential Criteria
Proven history of reliable attendance and punctuality.
Ability to communicate with the public in a courteous and helpful manner.
Ability to work efficiently and effectively in a team and independently.
Proven ability to understand and carry out written and verbal instructions.
Able to work weekend roster and Public Holidays.
Evidence of commitment to and understanding of the principles of Work Health & Safety, Equal Employment Opportunity, Risk Management, Environmental Protection and Ethical Conduct.

## Corporate obligations

Employees:	0
Budget:	0
Delegations:	0
Workplace Health and Safety:	<p><b>Workers</b> have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers. In addition to responsibilities noted in their position description, will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"><li>• Participate in the implementation of WHS information within Council's Safety Management System (SMS)</li><li>• Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations</li><li>• Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Workplans</li><li>• Wear personal protective equipment and follow safe work procedures, where relevant</li><li>• Report all hazards, near misses, and incidents as soon as practical to Manager, Supervisor or Team Leader and no later than 24 hours following the event, and</li><li>• Participate in incident investigations and risk assessments within 24 hours of notification.</li></ul>
Code of Conduct:	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Records Management:	Comply with Council's Records Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.



This  
description may be reviewed from time to time.

position

I have read and understand the position description.

Signed ..... Dated .....