



AFL CAIRNS – POSITION DESCRIPTION

POSITION:

Cleaner/Utility Person (C/UP) – AFL Cairns/Cazalys Stadium

ORGANISATIONAL RELATIONSHIP:

Reports to Facilities Manager

EMPLOYMENT STATUS:

Full time

HOURS OF DUTY:

38 hours per week. Actual working hours by agreement between C/UP and Facilities Manager.

REMUNERATION PACKAGE:

The salary is in line with the Registered and Licensed Clubs Award 2010 (MA000058) Level 5. It is inclusive of;

- Current Award salary
- Superannuation at the government guaranteed rate
- 4 weeks annual leave with Holiday Loading

WORK PLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and AFL Cairns E-Par Safety Management System and shall comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

PRIMARY OBJECTIVES OF THE POSITION:

The primary objective of the position is to enhance the AFL's ability to provide quality sporting and administration facilities, by presenting its venues and facilities in a clean, well presented and safe state. This includes:

- Maintaining, including cleaning and minor repairs, all designated areas in a clean and well-presented manner;
- Applying safe work practices;
- Recommending orders for chemicals, utensils and consumables;
- Reporting all defects, dangerous situations or behaviours;
- Ensuring safety and security of the grounds and facilities.

WORK ENVIRONMENT:

The Position reports to the Facilities Manager, the incumbent will work both alone and as part of a small team. In conjunction with the Facilities Manager develop and maintain an effective and efficient written work routine.

KEY DUTIES & RESPONSIBILITIES:

As the C/UP the duties and responsibilities include but are not limited to:

GENERAL:

- Oversee the general good maintenance and appearance of Cazalys Stadium and AFL Cairns Headquarters.
- To be available to assist with special events at AFL Cairns facilities outside normal working hours.
- To undertake ad hoc tasks at the request of management.

CAZALYS STADIUM BUILDINGS & SURROUNDS:

- Clean and service all Cazalys Stadium toilet blocks – male and female throughout the stadium precinct,
 - Clean and service all ground level areas of the stadium including players rooms, umpire's rooms (male and female), medical room, disabled toilet, breezeway and walkways,
 - Clean and service timekeeper's box,
 - Remove any rubbish from areas cleaned,
 - Clean and service coach's boxes,
 - Check and Clean toilets adjacent to High Flyers Room,
 - Clean passageways and walkways, including walls,
 - Clean other outbuildings and the Ticketbox,
 - Ensure Corporate boxes (Grandstand) are clean and tidy and free from rubbish,
 - Fully clean and air corporate suites, including walls, benches, seating, floors and glass,
 - Fully clean the Grandstand,
 - Fully clean and service ticketing office at main entry gate as required,
 - After events clean all utilised areas, including removing rubbish,
 - Clean and service Hawks Bar, including toilets, louvre windows and behind the bar
- ★ *Note – Manunda Hawks Football Club uses this venue as its training ground. AFL Management requires Hawks Club to actively participate in keeping allocated areas in a generally clean state, after each occasion they are used.*

AFL CAIRNS ADMINISTRATION BUILDING:

- Clean and service offices, toilets, lunch room and access areas/walkways including;

- Rubbish removal
- Floor cleaning – carpet and tiled
- Cleaning of ledges, sills and skirting boards in passageways or corridors
- Clean and service Tribunal Room and Seminar Room, including attached toilets

PERFORMANCE INDICATORS:

Including but not exclusive to;

- Working proactively and positively within the AFL Cairns team,
- Achieving excellent standards of reliability and performance of equipment and machinery,
- Developing and maintaining a high level of satisfaction with AFL Cairns, AFL Cairns Junior and AFL Cairns Women's Clubs in regard to venue presentation,
- Proactively liaise with and engage AFL Cairns, AFL Cairns Junior and AFL Cairns Women's Clubs in supporting activities and initiatives,
- Timely and accurate delivery of duties and responsibilities as outlined above.
- High standard of cleaning and presentation.