



# WILLUM WARRAIN ABORIGINAL GATHERING PLACE

## Schedule 1 - Position Description

### Duties and Responsibilities

<b>Position Title</b>	Willum Warrain Cleaner
<b>Award and Classification</b>	Salary is in accordance with Social, Community, Home Care and Disability Services Industry Award, 2010. Level 1.3.
<b>Work Type</b>	Monday 9-12pm, Wednesday 11:30am-2;30pm, 43 weeks p/a or as negotiated with the Gathering Place Coordinator
<b>Commencement date</b>	Immediately
<b>Position reports to</b>	Gathering Place Coordinator

<b>Role purpose</b>
To contribute as part of a team to the running of Willum Warrain, with a particular focus on cleaning and miscellaneous duties.
<b>Key Responsibilities</b>
<ul style="list-style-type: none"><li>▪ Welcome and greet all visitors to the Gathering Place as a matter of high importance</li><li>▪ Provide cleaning practices that adhere to the COVID-19 procedures</li><li>▪ Provide cleaning duties to all areas of Willum Warrain including officers, meeting rooms, shed, kitchen, toilets, bus, windows and other areas as required in accordance with the cleaning schedule.</li><li>▪ This involves vacuuming carpeted rooms, wiping tables and benches, dusting, mopping, cleaning windows, sweeping hard surfaces, ensuring kitchen is tidy and all plates, utensils, etc., are placed away; ensuring fridges are clean and out-of-date food is removed; composting recyclable foodstuff, bins emptied and cleaned, ensuring toilets, mirrors and basins are clean.</li><li>▪ Notify Gathering Place Coordinator when cleaning or toiletry supplies are required.</li><li>▪ From time to time, after major events or functions, additional hours of employment may be negotiated</li><li>▪ Support event setup and clean up as required</li><li>▪ Complete timesheets for hours worked</li><li>▪ Advise GPC of cultural matters and issues as they arise</li></ul>
<b>Operations and administration</b>
<ul style="list-style-type: none"><li>▪ Follow WW operating policies and procedures.</li><li>▪ Support development and adherence to Willum Warrain policies and procedures</li><li>▪ Other duties as negotiated with the Gathering Place Coordinator</li></ul>



**ABN:** 41179080355  
**Post:** PO BOX 583, Hastings Victoria 3915  
**Phone:** 03 5979 1391



## WILLUM WARRAIN ABORIGINAL GATHERING PLACE

### Finance

- Liaise with GPC for financial matters as required
- Ensure GPC approves all expenses prior to spend and provide invoices for purchases
- Ensure financial policies and procedures are followed re purchase of goods and provision

### Communications

- Handle confidential information with discretion at all times
- Work as part of team to promote Willum Warrain
- Represent Willum Warrain in a professional and positive manner at all times
- Escalate workplace challenges and issues directly to the Gathering Place Coordinator

### Behaviours

- Adhere to COVID Safe practices
- Cooperate, support, and empower colleagues and community
- Show compassion, respect, and understanding
- Open and honest communications
- Team player – ability to collaborate and cooperate with others
- Respect for others and respect for individual differences
- Attend work on time