

# Position Description Cleaner

**Title:**

Cleaner

**Company:**

The Tatua Co-operative Dairy Company Limited

**Purpose of Role:**

In conjunction with the other cleaning person on site, to maintain the site cafeterias, offices, laboratories and Company redlines in a high state of cleanliness and to keep stocks up to date.

**Reporting Relationships:****Reports to:**

Cleaning Team Leader

**Direct Reports:**

None

**Key Relationships:**

All Staff

**Authorities & Financial Responsibilities:**

None

**Key Result Areas (KRAs):**

KRAs:	Measures:
Hygiene	<ul style="list-style-type: none"><li>To keep the cafeterias and surrounding areas in a clean state.</li><li>To keep the Company offices in a clean state, emptying rubbish bins and vacuuming on a regular basis.</li><li>To cut and repolish floors where necessary. This includes floors clean, tables wiped, all walls and ceilings clean, fridge clean (inside and out), cupboards and benches clean, toilets and changing rooms clean and sanitised, windows clean.</li></ul>
Laundry	<ul style="list-style-type: none"><li>To sort overalls on a daily basis ensuring they are put away in the correct lockers and placing dirty overalls in the bags provided for the laundry.</li></ul>
Stock Levels	<ul style="list-style-type: none"><li>To monitor stock levels of coffee, tea, milk, cups, cleaning liquids and equipment on a daily basis, to maintain stock at required level.</li></ul>
Red Line Areas	<ul style="list-style-type: none"><li>As required keep the three red line areas including boot and clothing cubby holes in a clean state.</li></ul>

**General:**

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly
- To maintain a positive attitude at all times.



## **Key Skills / Knowledge / Experience Required:**

- Attention to detail
- Reasonable level of fitness
- Flexibility
- High level of personal hygiene

## **Essential Qualifications Required:**

- None

## **Desirable Qualifications:**

- None

**This Position Description is a working document subject to review and change as required  
by Management**