



POSITION DESCRIPTION

Title	Cleaner [multiple roles]
Team	BREC Experience Team
Terms of Engagement	Fixed Term part-time (6 months); with the possibility of extension or permanency. Casual roles also available
Hours	<p>A minimum of 24 - 48 hours a fortnight to be agreed. (The role can be split between two people)</p> <p>Majority of shifts will be rostered early morning or late evening with some weekend work required.</p> <p>Note: This role is not suitable for those only available between 9-5 weekdays.</p>
Start Date	Immediate/July
Review Date	6 weeks probation
Location	2 Blair St, Bunbury, Western Australia
Award	Live Performance Award 2020
Classification	LPA 2020, Level 2
About BREC	<p>BREC [Bunbury Regional Entertainment Centre] is the South West's much loved performing arts and events centre. With a focus on excellence and customer service, this is a friendly and flexible workplace.</p> <p>Together we work to inspire a vibrant and culturally engaged region and light up the South West with creativity, culture and connection. We value passion, leadership, generosity, collaboration and creativity.</p>
Team Objectives	The BREC Experience team support the needs of the organisation through the delivery of ticketing for live performances and events, front of house, volunteer management, food & beverage needs, cleaning, other operational services and the management and delivery of a wide range of conferences and business events.
About the Role	<p>With your eye for detail and commitment to excellence, you will provide a high standard of cleaning across our offices, conference rooms, foyers and theatres. Our cleaners help the team keep Bunbury Regional Entertainment Centre clean, sparkling and safe – and ready at all times for our staff, audiences and clients. Suits people who are physically fit and who have a systematic and meticulous approach to tasks.</p>
Key Duties	<ul style="list-style-type: none">• Clean and supply designated areas on any given shift. Areas requiring regular general cleaning may include offices, balconies, theatres & dressing rooms, foyers and meeting rooms.• Occasional cleaning of other back of house areas• Specific regular tasks include but are not limited to:<ul style="list-style-type: none">○ Monitoring and restocking consumables as required○ Vacuuming

- Sweeping
- Mopping
- Dusting
- Sanitising surfaces
- Toilets – public and staff
- Rubbish removal – bins and recycling
- Carry out deep cleaning and detailed cleaning tasks as required
- Liaise with Manager to ensure that you have sufficient cleaning products and functioning equipment at all times.
- Notify management of deficiencies or repairs required
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Other relevant duties as required

Reports to	BREC Experience Manager
Period of Notice	Two weeks' notice of termination is required.
Other Benefits	4 weeks annual leave & 10 days personal leave (pro rata), will apply, plus 1 Wellness Day. The opportunity to experience live performance and attend shows at BREC.
Other requirements	On appointment, successful applicants must supply a current National Police Certificate. A pre-employment medical certificate may be requested.

Essential Selection Criteria

- Proven experience as a cleaner, or a willingness to learn
- A reasonable level of fitness; able to lift bins and operate vacuum cleaners, etc.
- Punctual, reliable and trustworthy.
- Team player qualities
- Exhibit initiative, responsibility, and flexibility.
- High level of attention-to-detail
- Able to prioritise your time effectively
- Ability to work unsupervised and deliver quality work
- Awareness of health and safety procedures.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Able to use a variety of cleaning products and equipment.
- Available to work early mornings and evenings, plus weekends, as needed.
- Enthusiasm to develop your skills and knowledge

To Apply	Email your resume to suzanne@bunburyentertainment.com . Referees will be required.
Deadline	Open until all roles are filled. Apply immediately.
Contact:	Please address questions to Suzanne Clark, BREC Experience Manager suzanne@bunburyentertainment.com or call her 08 9792 3135