



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

CLEANER

POSITION DETAILS

Position Title:	Cleaner (Casual x2)
Salary:	Miscellaneous Award (Level 2) Casual - \$36 per hour inc. 25% loading, plus Super
Employment Type:	Casual, 25 – 30 hrs per week
Location:	248 Condah Estate Road Breakaway Creek VIC 3303, 4/48 Edgar St. Heywood, Lake Condah Mission & Rec Centre Breakaway Creek, BBCLT Aquaculture Centre Breakaway Creek, Kurtonitj House, Heywood Woolsthorpe Road Tyrendarra Public Toilets, Tyrendarra Recreation Reserve, Tyrendarra and other GMTOAC premises as required
Reports to:	Cleaning Coordinator

ABOUT GMTOAC

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC was established by the Gunditjmara in 2005 asserting our Sovereignty to continue our connection to care and protect Gunditjmara Country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmara Country.

Through GMTOAC, Gunditjmara ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country and under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmara ancestors and for our Elders.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC's successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmara Country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

POSITION SUMMARY

The Cleaner is responsible for maintaining environmental standards for GMTOAC. The position performs a variety of general cleaning tasks at GMTOAC offices and other properties. This role ensures that all internal areas of GMTOAC premises are maintained to the highest standards of hygiene and cleanliness throughout all internal areas of GMTOAC premises, adhering to infection control standards, hygiene regulations, and health and safety procedures.

ROLE & RESPONSIBILITIES

Key roles and responsibilities

To ensure general cleanliness of GMTOAC offices and various facilities, including:

- *Lake Condah Mission facilities: Keeping Place and Business Centre*
- *Caretaker Cottage, Recreation Room, Cabins, and Facilities*
- *Kurtonitj House*
- *Tae Rak Aquaculture Centre*
- *Other GMTOAC-owned facilities and managed properties*

The responsibilities include:

- Demonstrated ability to work independently as part of a team and under minimal supervision. You will be required to work alone most times.
- Capacity to organise and prioritise workload effectively.
- Maintaining the floors including sweeping, vacuuming, mopping & scrubbing.
- Properly remove, store, and dispose of waste, including general waste, linen, and recyclables, in accordance with required procedures.
- Clean glass surfaces, including windows, mirrors, doors, and displays at BBNP Interpretive Centre.
- Perform detailed dusting and washing of low and high-reach areas, including fixtures, fittings, electrical equipment, cobwebs, vents, walls, and door handles.
- Wash dishes and maintain kitchen cleanliness, including appliances.
- Clean and sanitise bathrooms and toilets.
- Removal and delivery of sanitary bins.
- Correctly use and wear any personal protective gear/equipment.
- Perform COVID-19 cleaning and complete required documentation.
- Perform pre- and post-accommodation stay cleaning.
- Clean and maintain BBQ facilities.
- Servicing and maintaining cleaning equipment
- Restock equipment and supplies as needed.
- Set up and clean up staff meetings.
- Washing and detailing of vehicles.
- Order and restock cleaning materials and equipment in coordination with the Cleaning Coordinator.
- Undertake additional duties as required within the scope of the role and duties under the direction of Cleaning Coordinator / F&M Manager.

Skills and Qualifications

- Prior experience as a cleaner would be advantageous or a willingness to learn.
- Ability to handle vacuums and other mechanical cleaning equipment.
- Knowledge of cleaning chemicals and supplies and familiarity with Material Safety Data Sheets (MSDS), or a willingness to learn.
- Understanding of Covid-19 cleaning requirements, or a willingness to learn.
- Demonstrated knowledge of safe and hygienic work practices, or a willingness to learn.
- Must be willing to complete Infection Control Training.

Ability to work independently and as part of a team.

ORGANISATIONAL REQUIREMENTS

Applicants must have

- An awareness of Gunditjmarra and Gunditjmarra Country, as well as the broader Australian Aboriginal and Torres Islander community and their relationships with the broader Australian society, in order to communicate effectively and sensitively with Gunditjmarra if required.

- An understanding of the GMTOAC, its operations and activities.
- Be committed to Aboriginal self-determination.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.
- Correctly use and wear any personal protective gear/equipment at all times.

Conditions of Employment

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police.
- Working with Children Check.

GMTOAC is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

This position will close on 8 February 2026.

ACKNOWLEDGEMENT

I have read and understand the requirements of the role as outlined within this Position Description.

SIGNED

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Employee name	
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Employee signature	Date
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Chief Executive Officer	Date