

POSITION DESCRIPTION

Position Title:	Cleaner
Department:	Visitor Experiences
Contract Term:	Casual
Reports to:	Cleaning Manager
Updated:	January, 2019

ORGANISATIONAL OVERVIEW

HOTA, Home of the Arts.

Surrounded by parklands and a lake with Surfers Paradise as the backdrop, Home of the Arts is your place for live performances, lake-side strolls, star-gazing, cinema-watching, art and new-ideas. There's a unique outdoor stage for live events and a refreshed cafe for relaxing and connecting. Plus, all your favourites, like our cinemas, theatres and gallery.

Discover art—indoors and out. HOTA is that kind of place—where art meets life.

HOTA's brand-spanking new outdoor stage is like no other. It's at the heart of HOTA and will be a magnet for world-class artists. We believe in community, conversation and creativity, so when we're not presenting amazing live performances, we'll bring the parklands alive. Experience dance or yoga on the green, parkrun around the lake and our popular Sunday farmer's markets, all in one place.

HOTA is the home for all things creative. A home that brings people together where ideas are transformed into real life experiences. A place where art makes the world a better place.

Our future is bright

We're building momentum for a richer, deeper arts and culture experience for the Gold Coast. There's so much more to come at HOTA, Home of the Arts. hota.com.au

DEPARTMENT OVERVIEW

The Visitor Department is charged with the responsibility for:

- Working with HOTA to ensure that the day to day operations of the venue are delivered at the highest level. This includes overseeing all theatre services, maintenance, capital works, cleaning, security and WH&S operations.
- All commercial activity including external hires of Home of the Arts and all other venues of Home of the Arts
- Capital Works budget and project management
- Assets procurement and management
- Oversee technical services to external and internal clients to the highest standards and customer satisfaction.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care for your own health and safety;
- Take reasonable care that your conduct does not adversely affect the health and safety of others;
- Comply, so far as you are reasonably able to, with instructions given for WHS;
Cooperate with reasonable WHS policies or procedures that have been notified to you.

POSITION OVERVIEW

To ensure the cleanliness of all aspects of Home of the Arts to a very high standard.

KEY RESPONSIBILITIES

- Vacuuming using area vacuum cleaners and backpack vacuum cleaners
- Mopping floor / Scrubbing decks (using scrubbing machine)
- Cleaning toilets / bathroom
- Cleaning windows / glass
- Using pressure cleaner
- Using chemicals safely as per instructions
- Rubbish removal
- Dusting
- Any other cleaning duties, as required
- Good Time Management

SELECTION CRITERIA

- Demonstrates experience in cleaning similar large-scale venues/ hotels
- Demonstrates experience in proper chemical handling
- Demonstrates experience in proper equipment handling / use
- Flexibility to work in any other shifts as required
- Ability to work under limited to no supervision
- Must have an eye for detail and take pride in work
- Own transport

PHYSICAL REQUIREMENTS OF THE ROLE

- Bending
- Twisting
- Squatting
- Reaching
- Grip
- Fine Motor
- Standing
- Walking
- Lifting (5 – 10kg)
- Carrying

- Push / Pull movements
- Stooping

Note Copies of the above listed Qualifications / Licences / Certificates, where held by the candidate, are required as evidence on appointment.

POSITION ENQUIRIES

Enquiries in relation to this position should be directed to:

People and Culture Advisor

Ph: 07 5588 4090

E: Employment@hota.com.au