

POSITION DESCRIPTION	
Position Title: Exhibit Cleaner	Division: Operations
Reports To: Senior Operations Manager	Workplace level: Level 2 during training period. Upon successful completion of training will increment to Level 5.
Loading: Part-Time	Special: Must be available to work 7 days, including weekdays, weeknights, weekends, public holidays and school holidays.
Position Created: 05 October 2005	PD Review Date: 06 June 2013

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, the Comfort Inn Sovereign Hill, *Blood on the Southern Cross* and Narmbool.

The Department/Area

Operations is responsible for the delivery of the interpretive and visitor programs throughout the Outdoor Museum (and on occasion supporting the Mining Museum and Coach operations); logistical support for functions and events; management of the general environment including general cleaning and waste management; and for the small animal care program.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The Exhibit Cleaner is responsible for maintaining a high standard of presentation for both static and activated buildings and exhibits in the outdoor museum.

DIRECT REPORTS
Nil

WORKS CLOSELY WITH
<ul style="list-style-type: none"> • Senior Operations Manager • Operations Coordinator • Collections Officer

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Exhibit Cleaner	<ul style="list-style-type: none"> • Maintain and clean exhibits that will contribute to the historical context of The Sovereign Hill Museums Association • Clean, apart from historical exhibits, Operations Manager office and the fishbowl • Schedule and carry out regular works on the oiling of woodwork • Using the appropriate methods, clean the exterior of the painted weatherboard buildings located in the main street and across the Museum. This will require the use of a vehicle and trailer. • Undertake pressure cleaning of Main Street buildings, paving, decking, cobble stones and outdoor fittings as required • Check the state of fire hydrants and remove debris and rubbish • Clean ceiling area of buildings with exposed trusses, removing dust and cobwebs on a scheduled basis and on demand for special occasions • Assist with marking lines on the grassed car parks in Grant Street, Main Road and the Gold Museum during school holiday periods • Working at heights using ladders, scaffolding and nifty lift as required • Work in coordination with the cleaning supervisor on any irregular major cleaning projects as required • Demonstrate the knowledge of use of appropriate cleaning methods and materials • Use cleaning chemicals in accordance with correct OHS procedures • Order, maintain and register cleaning products as required • Inform guests about all of Sovereign Hill's activities and general tourism activities and locations in the immediate Ballarat district as and when required; • Wear correct costume in accordance with the guidelines set by The Sovereign Hill Museums Association
Teamwork	<ul style="list-style-type: none"> • To work in a team and assist team members as required • Contribute to the delivery of special events and programs as required • Assist with training new exhibit cleaners as and when required
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> - The Sovereign Hill Code of Conduct - Sovereign Hill Workplace Safety Rules - SHMA policies and procedures - Equal Opportunity and anti-discrimination legislation and requirements - Occupational Health and Safety (OH&S) legislation and requirements • Participate in performance reviews, meetings and staff training and professional development as and when required • Champion, advocate and enforce all organisational policies, procedures and practices • Foster a culture which values safety as primary consideration in all activities • Other relevant tasks as required

KNOWLEDGE AND SKILLS
<ul style="list-style-type: none">• Previous cleaning experience, whether commercial or domestic, is preferred• Excellent organisational and time management skills• Strong attention to detail• Pleasant outgoing personality and the ability to deal with the general public• Ability to work across flexible rosters including weekends, public holidays and school holidays• Honest, reliable and trustworthy

QUALIFICATIONS
<ul style="list-style-type: none">• N/A

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none">• Police Check• Working With Children Check• Drivers licence

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none">• This work is quite physical in nature and incumbents must be able to safely carry all inherent requirements of the position.

OTHER
<ul style="list-style-type: none">• Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

John Lewis
Director, Engineering

Signature

Date of approval

Janice Shelmerdine
Manager HR/Payroll

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee's Name

Employee's Signature

Date