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**JOB TITLE** CLEANER (Permanent, Part Time)  
**DATE** 21 January 2025  
**REPORTS TO** Siobhan Pryde, Business Manager

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## POSITION DESCRIPTION

**Position purpose** Assist with commercial cleaning.

**Main tasks**

- Vacuuming office and workshop premises
- Wiping equipment, furniture and surfaces
- Removing rubbish and keeping bins tidy
- Cleaning toilets and bathrooms
- General tidy of kitchen & smoko areas
- Mopping
- Using initiative to identify areas needing cleaning
- Informing management on stock levels of cleaning products and equipment

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other Duties**

- Fulfil other duties as required by management and other department personnel as requested/required.

**Location** Workshop on Carroll St, Office on Freyberg St and Home Office in central Wairoa

**Hours** The role is part time for 5 hours per week

## PERSON SPECIFICATION

**Qualifications**

- At least 2 years' experience professional cleaning preferred

**Skills & competencies**

- **Autonomy:** the ability to work efficiently and effectively without supervision, using initiative to complete a satisfactory job.
- **Resilience:** Able to handle physically demanding tasks and unpleasant conditions (grime, grease, etc.)
- **Thoroughness:** Pays attention to detail to ensure a high standard of cleanliness in a challenging environment.
- **Reliability:** Consistent and dependable, able to complete tasks without constant supervision.
- **Physical fitness:** Has the stamina and strength to perform cleaning tasks, including lifting and moving equipment.
- **Safety conscious:** Follows safety procedures and uses cleaning products responsibly.
- **Problem-solving skills:** Can adapt cleaning methods to different environments.

- **Initiative:** Sees what needs to be done and takes action without being asked.
- **Time-management skills:** Organises work efficiently to complete tasks within allocated timeframes.

**Other**

- Must be physically able to work within a manual handling environment

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**PRYDE CONTRACTING VALUES**

It is expected that Pryde Contracting’s values and behaviours are demonstrated at all times. These are:

- PRIDE:** This may be our company name but it’s also an outcome that we strive to achieve: it means we choose integrity every time; we do the right thing for the job, for the client and for our company reputation.
- PROFICIENCY:** This value is about ensuring we have excellent staff with top notch skills and varied experience. Linking in with Pride and Integrity, it’s about ensuring our people are appropriately trained and qualified for their job, and also reflects our dedication to offering training and support for team members who are keen to learn and grow in their field.
- POSITIVITY:** This is about our attitudes; we want to build a team of can-do people who are eager to support each other, muck in, and look for solutions during difficult situations. This means showing respect and kindness to every staff member and client.

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date