

Position description

Position title: Cleaner

Position type: Part-time permanent (3 x .35 FTE)

Location: Zealandia, 53 Waiapu Road, Karori

Supervisor: Health, Safety and Facilities Manager

Purpose of the role

The position is for the day-to-day cleaning operation of all our facilities in Zealandia including the Visitors Centre, Tanglewood, Pukeahu, 39 Waiapu Road and our toilets in the sanctuary. The role sits within our facilities team and enhances the ability for the team to control the state of cleanliness and upkeep of our main areas of visitor experience and support teams facilities.

The tasks will be allocated according to a cleaning routine that will be flexible to accommodate the needs of our facilities while maintaining a high degree of cleanliness and hygiene.

In peak visitor times there will be an increased demand on the Visitors Centre, Rata Café and toilet facilities, both in the valley and buildings, that will need to have a proactive approach to keep the visitor experience within the valley and Visitor Centre a pleasant one.

It will be expected that items needing attention outside of the cleaning scope and role will be noted, undertaken and reported to avoid interruptions, breakdowns and damage using our QR code reporting system

Like all members of staff at Zealandia Te Māra a Tāne, the person in this role will be expected to actively uphold the principles of Te Tiriti o Waitangi, maintain and promote exceptional health and safety, and support the maintenance of biosecurity in the sanctuary.

Organisation background

Zealandia Te Māra a Tāne is an organisation that cares for a 225-ha world class ecosanctuary in Wellington, New Zealand. We have a 500-year vision to restore a unique forested valley—Te Māra a Tāne. Zealandia's first generation of restoration effort has resulted in flourishing forests and the establishment of many native species, from hihi to tuatara. Looking forward, Zealandia Te Māra a Tāne's next generation is focused on '[Living with Nature—Tiaki Taiao, Tiaki Tangata](#)'. *"We connect people with our unique natural heritage and inspire actions that transform how people live with nature in our cities, towns and beyond"*. This purpose is visible through our leading education, conservation, restoration and engagement activities.

Zealandia Te Māra a Tāne is a not-for-profit organisation, and its conservation, restoration and outreach work is made possible by an award-winning sustainable business model. Funding currently comes from visitors and tours, our café, memberships, grants, sponsorships and donations. Every role in the organisation has some part to play in ensuring our 130,000+ visitors, 500+ volunteers and 15,000+ members are cared for and welcomed into the Zealandia Te Māra a Tāne community.

As an organisation we honour Te Tiriti o Waitangi and are on a journey towards learning how this plays out across our work as Tiriti partners. We accord value to te ao Māori (the Māori world), and support mana whenua to fulfil their role as kaitiaki. All staff are encouraged to build capacity and confidence across te ao Māori including te reo Māori me ōna tikanga, and Te Tiriti o Waitangi.

The Zealandia Te Māra a Tāne team

Zealandia Te Māra a Tāne is a medium-size organisation, with around 100 people employed in different contexts. We have around 500 volunteers who support all our work. We pride ourselves on exceptional teamwork which is required from all staff, volunteers and members. The dynamic nature of Zealandia Te Māra a Tāne means it is an incredible place to extend and challenge yourself, have real on-ground outcomes for conservation and community engagement, and to be part of a successful team.

Zealandia Te Māra a Tāne is managed by the Karori Sanctuary Trust. To find out more please go to www.visitZealandia.com/

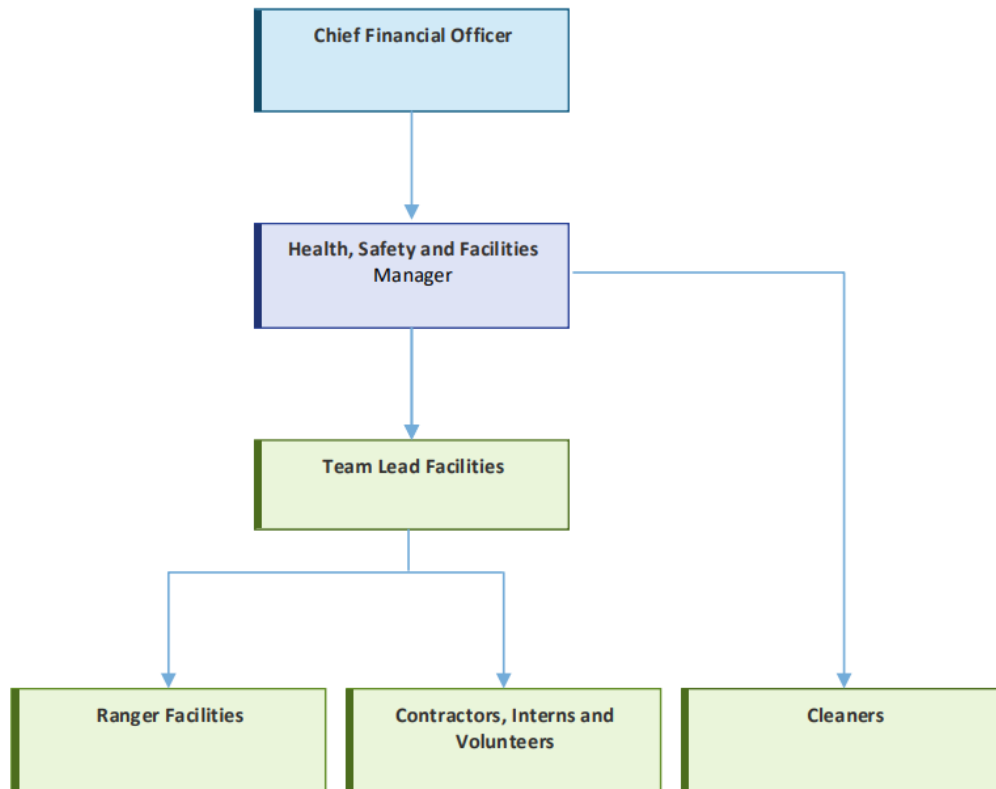
About this position description

As the work and priorities of Zealandia Te Māra a Tāne change over time, so will the requirements of each of its staff. As such, this document is not intended to represent the role that the occupant will perform in perpetuity. This position description is intended to provide an overall view of the role and responsibilities as at the date of approval. The specifics of the role will be reviewed on a regular basis, and adjustments may be made to key responsibilities and accountabilities.

This position description details the minimum outcomes required for the position and for employment. Zealandia Te Māra a Tāne is a seven day per week operation. After-hours and weekend work will be required from time to time. A non-smoking policy is effective on sanctuary land, except for a designated smoking area.

The Facilities team

The Facilities Team is responsible for adding value to the Zealandia experience by maintaining the Zealandia facilities in a safe and presentable condition. This includes most buildings, grounds, lawns, car parks, roadways and vehicles, along with ensuring health & safety requirements are always met. The team will focus on continuous improvement and achieving cost-effective outcomes. The team also looks at ways that volunteers can support our work programme, showing our commitment to community involvement and ensuring this an authentic experience for those volunteers involved.



Key responsibilities

1. Cleaning Responsibilities
• Liase with Team Lead as directed to facilitate cleaning to a high standard in all areas. • Undertake additional deep cleaning of areas as identified as need be. • Be instrumental in identifying areas, products and systems than may be improved upon. • Arrange for the timely purchase/order of consumables and equipment to fulfil the role. • Manage health and safety concerns by actively becoming involved in assessing risks to yourself and others.
2. Mātauranga and te ao Māori
• Make an effort to learn appropriate pronunciation of te reo Māori and use it appropriately. • Champion the appropriate and respectful use of te reo Māori, tikanga, and mātauranga Māori within the team. • Engage in training opportunities that support upskilling as required, particularly in tikanga and te reo Māori.
3. Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying workplace hazards and using appropriate safety equipment.
- Adhere to Zealandia Te Māra a Tāne's code of conduct to support a healthy, safe and enjoyable work environment.
- Ensure health and safety is addressed in day-to-day activities for all staff, volunteers and visitors working in and around Zealandia buildings with the Facilities team.
- Ensure your workspace is a safe working environment through adherence to the Health and Safety at Work Act 2015 and implementation of Zealandia Te Māra a Tāne's policies on safety.
- Assist with and train new personnel into the role as required.
- Promptly address any responsibilities assigned to your area by the Health and Safety Officer (these responsibilities are noted in Section 4, if applicable).

4. Biosecurity

- We have a shared responsibility that the valley is maintained as an environment free of key animal and plant pests, allowing restoration progress to be made against the 500-year vision.
- All employees must take Zealandia Te Māra a Tāne's biosecurity seriously, so the risk of accidental introductions is minimised.
- Ensure all visitors and groups visiting with you adhere to biosecurity processes.

NOTE: the above responsibilities and expectations are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Key relationships

Internal:

- All Zealandia staff and volunteers

External:

- Visitors
- Contractors

Person specification

Qualifications and experience

- The preferred candidate will have experience in the commercial cleaning industry and will possess a good eye for detail.
- Have an understanding of cleaning chemicals, dilution rates, and safety protocols including knowledge of Material Safety Data Sheets.
- Proficiency in using commercial machinery such as industrial vacuums, floor polishers and scrubbers. Training can be provided to the right candidate.
- Knowledge of workplace health and safety procedures including infection control sanitation and hazard management.

- Possess a NZ certificate in cleaning preferred

Personal Attributes

- Be reliable and honest with the ability to work unsupervised and adhere to security protocols.
- Be physically fit and capable of standing for long periods, lift, bend and move heavy objects.
- Have good communication skills.
- Be experienced preferably in the commercial cleaning area but on the job, training will be provided for a suitable candidate.

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