



Position Description

Position Title:	Cleaning and Stocktaking Assistant – First Nations identified
Location:	Darwin
Hours:	Part Time (12 hours per week, across 3 x 3 hours (not on Monday) + 1 x 4 hour on Friday night or over the weekend shifts)
Tenure:	12 month - Fixed term
Classification:	SCHCADS Modern Award Level 2

Background

Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working.

The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood.

Our approach recognises the cultural, social, and economic strength of our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

In the Top End we work in the communities of Minmarama/Kulaluk, Knuckey's Lagoon, 15 Mile and Marlkawo.

Position Summary

We are seeking a reliable and thorough **Office Assistant** to help maintain a clean, hygienic, and organised workspace. This role involves general office cleaning, deep cleaning kitchen and food storage areas to hygiene and safety standards, waste management, and stock monitoring.

This role may be completed outside regular office hours.

Key Relationships

Reports to:	Senior Administration & Operations Officer & Director – Top End
Key Internal liaison:	Administration Assistant – Top End

Key Responsibilities

- General office cleaning, including floors, bathrooms, surfaces, and communal areas.
- Laundry duties, including washing, hanging, and storing cleaning items as needed.
- Deep cleaning fridges, benches, and kitchen areas to meet food safety and hygiene standards.
- Managing waste disposal, including putting out bins.
- Restocking essential items such as toilet paper, paper towels, and cleaning supplies.
- Conducting regular stocktakes, monitoring office and kitchen supplies, and notifying relevant item of shortages.
- Supporting basic office upkeep as required.
- Reporting any workplace health and safety concerns.

The ideal candidate will be proactive, organised, and committed to maintaining a clean and functional workspace.

Work Health & Safety

This role requires an active individual who can perform physical tasks in warm conditions, including lifting, standing, bending, and moving around regularly. The role will involve lifting and using heavy objects such as bins, office supplies, or cleaning equipment.

Key Selection Criteria

Essential:

- Well-organised with strong time management skills.
- Good attention to detail and thorough in completing tasks.
- Self-motivated with the ability to work independently.
- Willingness to undergo a National Police Check and obtain an NT OCHRE Card (Working with Children Check).
- Own transport to and from the office (must be capable of transporting necessary cleaning supplies if required).

Desirable:

- Experience in a similar cleaning, facilities, or office support role.

Personal Attributes:

- Proactive and able to manage a cleaning schedule independently.
 - Reliable and consistent in completing tasks.
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