



Position Description

SECTION 1 – POSITION DETAILS	
Job Title:	Declutter & Organiser Consultant
Reports to:	Company Directors – Kirrilee Lehman & Taryn Maybury
Position Summary:	Responsible for decluttering and organisation of client homes and/or businesses.
Tools and Equipment Used:	The following tools and equipment are required for this position: <ul style="list-style-type: none"> • Vehicle • Tubs/crates for gifting item removal
Employer:	Queens of Clutter Pty Ltd
Location :	2 The Rise, Gwelup 6018
Award	Miscellaneous Award 2020 (MA000104)
Award Classification	Level 1
SECTION 2 – POSITON REQUIREMENTS	
Knowledge and skills :	<p>Essential:</p> <ul style="list-style-type: none"> • Western Australian Drivers licence and access to a reliable vehicle • A passion for decluttering and organising <p>Highly Desirable:</p> <ul style="list-style-type: none"> • Liaise with a diverse range of people • Work with minimal supervision, and exercise initiative and discretion. • Set priorities and meet deadlines. • Excellent interpersonal skills and an ability to foster positive relations • Desire to help without judgement and work with client with anxiety issues • Excellent attention to detail • Efficient, reliable and excellent organisational skills • Self motivated and the ability to work unsupervised and also in a team environment, if required • Use of social media platforms including Facebook and Instagram
SECTION 3 – DUTIES AND RESPONSIBILITIES	
BEFORE APPOINTMENTS	
<ul style="list-style-type: none"> • Liaise with clients and confirm appointment times • Refer to 'Xero client record' and familiarise yourself with client and job requirements • Confirm staffing requirements for job 	

DURING APPOINTMENTS

Decluttering and organising space to the requirements of the client;

- Take before photos of the space – with permission
- Empty and sort space into like for like categories
- Assisting client with determining keep, gift, dispose of each item
- Advising of organisational practices and determining best options for client
- Take progression/after photos of decluttered space
- Provision of invoice/breakdown of costs and business bank details for payment
- Discuss and confirm further services, if required

OUTSIDE OF APPOINTMENTS

- Removal and disposal of gifting items
- Completion of job notes on Xero Customer Record
- Completion of time sheet for payroll
- Submission of photos to company directors for uploading to social media -if client permission granted.

WORK HEALTH AND SAFETY

- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Director/s.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Work within physical ability when lifting, carrying and climbing

OTHER DUTIES

- Participate in meetings and communication with directors
- Provide feedback regarding any concerns which may have a negative impact on the business, staff, premises or clients.
- Any other duties as directed by Management

SECTION 4– ENDORSEMENT

Kirrilee Lehman

Director Name

Signature

Date

Staff Name

Signature

Date