



POSITION DESCRIPTION

POSITION: Cleaner

STATUS: Full Time/Term Time
(6am to 2.06pm)

REPORTS TO: Business Manager

DATE: November 2020

CLASSIFICATION: Services Staff Level 1

Purpose of Position:

Contributes primarily to the cleaning and maintaining in a clean condition, facilities of the College.

Supervision:

Work is intermittently checked and may be reviewed on completion
General guidance may be provided

Supervision of Others:

No supervisory responsibilities
An experienced employee may assist others by providing peer support in the completion of routine tasks

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

LANGUAGE SKILLS

Ability to:

- read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- read and comprehend simple instructions, short correspondence and memos.
- write simple correspondence.
- effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- undertake basic operation of a computer including reading and responding to emails
- use professional telephone etiquette

MATHEMATICAL SKILLS

Reasonable skills in measurement, weight, mass, space, time and general numeracy are required.

Ability to:

- add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY

Ability to:

- operate within priorities assigned by the Maintenance Supervisor.
- Assess and use logical sequences for required tasks.
- apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

First aid certificate required

Working at heights certificate would be an advantage

Typical Duties:

Typical duties may include, but not limited to the following.

School

In accordance with agreed timetabling, carry out the following cleaning duties;

- Vacuum, sweep, mop and tidy all classrooms prior to commencement of classes.
- Vacuum, sweep, tidy, and clean benches in Admin and Staff buildings.
- Vacuum (wet and dry), sweep, mop, tidy, clean basins & WC,s. in Admin, Staff, Hall and general school toilets.
- Replenish bathroom supplies throughout the college
- Empty bins located in all classrooms, toilets, Admin & Staff buildings.
- Sweep and empty bins from the College assembly hall.
- Vacuum, and mop all science laboratories and prep rooms.
- Vacuum and clean benches in the library.
- Vacuum all computer labs and server rooms.
- Clean Water Fountains.
- Sweep and mop Vocational Education verandah and stairs

Boarding

In accordance with agreed timetabling, carry out the following cleaning duties;

- Replenish bathroom supplies in all boarding toilets and bathrooms.
- Vacuum (wet and dry), sweep, mop, tidy, clean basins & WC's in all boarding bathrooms.
- Clean shower cubicles and empty bins in all boarding bathrooms
- Treat mould in bathrooms as required
- Empty all vacuum cleaners located in boarding dormitories.
- Sweep, and mop all boarding common rooms.
- Wipe down all benches in common rooms
- Sweep and mop stairways to YGY and Golden Mile Dormitories.

Maintenance Clean

During holiday periods conduct specialist cleaning including but not limited to the following:

- Fly Screens
- Clean refrigerators
- Windows
- Fans
- Steam clean carpets
- Polish commercial vinyl floors

Other Information about the position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 12 kilograms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is frequently exposed to vibration. The employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

General Terms of Appointment

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.
- Occasional Week-end work may be required.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.