



POSITION DESCRIPTION

POSITION: Cleaner **STATUS:** Part Time/Term Time
REPORTS TO: Business Manager **DATE:** 2021
CLASSIFICATION: Service Staff Level 1

PURPOSE OF POSITION:

Contributes primarily to the cleaning of buildings and facilities of St. Ursula's College.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Qualifications in commercial cleaning would be highly regarded.

CERTIFICATES, LICENSES, REGISTRATIONS

A positive notice issued by Blue Card Services is required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities will be assigned primarily by the Cleaner – Team Leader, on a weekly or other basis. Duties will be performed in accordance with agreed work practices. Other duties may be assigned by the Business Manager or Principal.

Essential duties may include but are 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 Administration and Staff buildings.
- Vacuum sweep, mop, tidy, clean basins & WC,s. in Administration, Staff, Ballygriffin Cultural Centre and general school toilets.
- Replenish bathroom supplies throughout the college
- Empty bins located in all classrooms, toilets, Administration & Staff buildings.
- Sweep and empty bins from the Ballygriffin Cultural Centre.
- 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 Centre 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, sweep, mop, tidy, clean basins & WC's in all boarding bathrooms.
- Clean shower cubicles and empty bins in all boarding bathrooms.
- 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 of YGY.

Maintenance Clean

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

- Fly Screens
- Refrigerators
- Windows and Glass
- Fans

WORKPLACE HEALTH & SAFETY

All staff have a responsibility to ensure their actions contribute to a safe and healthy workplace, and to report observed risk concerns to their supervisor where assistance is required to resolve.

SUPERVISORY RESPONSIBILITIES

Working as part of a team. No direct supervision of other staff is required

OTHER

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.

While performing the duties of this job, the employee is regularly required to stand, walk and traverse stairs. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently carry a vacuum cleaner on their back and lift and/or move up to 12 kilograms.

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.

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.