



POSITION: Cleaner
CLASSIFICATION: School Services Officer – Category A
TIME FRACTION: Part Time
REPORT TO: Business Manager

POSITION SUMMARY

The cleaner plays an important role in stewarding the resources of the school for future generations. The role has several key emphases, pro activity and reactivity in relation to the cleanliness and presentation of the college facilities and grounds.

KEY SELECTION CRITERIA

- Ability to demonstrate a high work ethic
- Good communication skills
- Ability to effectively liaise with students and staff
- Ability to prioritise a range of tasks and manage time effectively
- Knowledge of OH&S and
- Ability to work unsupervised

ORGANISATION RELATIONSHIPS

The Cleaner is responsible to the Principal through the Business Manager and is expected to work with the Business Manager in the undertaking of tasks as directed.

DUTIES

1. Is to carry out tasks as required by the Principal, Business Manager or Property Manager.
2. To clean designated work areas to a high standard
3. To report any damage to college property immediately to the Property Manager
4. Will comply with current OHS Regulations and ensure that these are strictly adhered to.
5. Undertake training as required.
6. Be aware of potential risks around the college in respect of OH&S.

7. To carry out tasks as required in the relevant areas work schedule
8. To understand safe work practices for any chemicals being used in the cleaning process and to seek guidance from the Maintenance Officer/Property Manager if uncertain.
9. Keep informed of College events and functions through staff notice board and Newsletter.
10. To undertake any other duties as directed by the Principal, Business Manager or Property Manager

Signed Incumbent

Date