



College Cleaner Position Description

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General Responsibilities of all College Employees

- Supporting and advancing the mission of the College, *“To provide quality Christian education.”*
- Supporting and advancing the core values of the School. *Godliness, Respect, Excellence, Attitude and Teachability*
- Model Christian character and good moral behaviour that explicitly supports the Christian ethos of the College.
- Demonstrate good communication and inter-personal skills.
- Contribute to a happy and productive school environment
- Support the Principal and help him translate the wishes of the School Governance and School Management into effective practice.

Position Summary

College Cleaners are responsible for maintaining the cleanliness of College buildings by performing various cleaning duties. A cleaner may be responsible for any or all of the following tasks, which may change throughout a cleaner’s employment.

Essential Position Functions

Note: This is not an all-inclusive list. Additional duties may be assigned.

- Clean Restrooms and disinfects sinks, countertops, toilets, mirrors, floors, etc. Replenish bathroom supplies. Polish metalwork, such as fixtures and fittings.
- Sweep, mop and vacuum floors. Other floor work may be required such as: scrubbing, waxing and polishing floors.
- Break rooms / Kitchenettes: Clean and disinfect sinks, countertops, tables, chairs, refrigerators, etc. Replenish break room supplies.
- Leave appropriate hand towels for staff to replenish.
- Dust furniture, equipment, partitions, etc.
- Empty wastebaskets and recyclables and transport to disposal area.
- Other Duties: Clean rugs, carpets, and upholstered furniture, using vacuum cleaner (hip or back pack). Wash walls and woodwork. Wash windows, door panels, partitions, sills, etc.
- Blower Vacuum and gurney outdoor areas with equipment supplied.
- Emptying Room bins (with bags in them) into 240 Litre Wheelie bins, then in turn, emptying Wheelie Bin Bags into our Rubbish Skips

Hours of duty

- During the School Term: 20 hours per week being worked from 3 pm till 7 pm each weekday.
- Some flexibility in times worked during school holidays by negotiation and mutual agreement.

Classification and rate of pay

Part time permanent at Level 4 Step 1 of the *Glasshouse Christian College Enterprise Agreement 2017*.

Expectations

- Report to work each day and on time, and work extra hours when needed and requested
- Comply with proper safety policies and procedures as required (i.e. when using cleaning chemicals, reporting incidents, etc.).
- Provide an excellent level of customer service to both internal and external customers.
- Be able to determine the neatness, accuracy and thoroughness of the work assigned.
- Maintain a valid driver’s license

Physical demands

While performing the duties of this job, the successful applicant will regularly be required to:

- Walk and stand
- Climb using a ladder (of no higher than three steps)
- Bend forward
- Kneel down
- Crawl
- Wear a hip/backpack vacuum
- Reach and grasp
- Push and pull objects
- Lift and/or move up to 12 kilograms, sometimes over shoulder, including unusually shaped objects like Industrial Strength Wheelie bin bags full of rubbish.
- Perform repetitive bending and lifting of items
- Perform repetitive arm movements