



Role Description

Title:	Cleaner	Location:	Oakey
Reports to:	Principal	Classification:	Services Staff Level 1 + Toilet Allowance
School:	St Monica's School	Tenure:	Fixed Term, Part Time

1.0 Purpose

The cleaner ensures that high standards of hygiene and cleanliness of buildings are maintained; assisting with day-to-day activities that maintain facilities in safe and functional order with excellent presentation, as required.

2.0 Experience and qualifications

Essential

- junior certificate or equivalent
- knowledge and awareness of work health and safety standards
- effective communication and relationship building skills
- experience using the Microsoft Office suite
- reliable and flexible work ethic
- ability to work in a team environment, using initiative and with minimal supervision
- experience in labouring and operation of some machinery
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain before commencing
- empathy with the values and ethos of the Catholic faith

Desirable

- experience in a similar role

3.0 Key result areas

- 3.1 ensure that high standards of hygiene and cleanliness of the school are maintained; including general maintenance duties as required
- 3.2 perform duties in a safe and responsible manner in accordance with health and safety policies and safe work processes
- 3.3 collaborate and communicate with others to ensure high professional standards are met
- 3.4 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.5 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

4.5 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Cleaner (Level 1)

3.1 Ensure high standards of hygiene and cleanliness of the school are maintained; including general maintenance duties as required

- undertake cleaning activities to ensure the school is maintained to an excellent standard; ensuring it provides a professional impression to all visitors, parents, students, and staff
- scheduled cleaning tasks including, but not limited to
 - mop, vacuum and dust classrooms, staff rooms, and administration areas
 - dust and wipe windowsills, benches, surfaces, and desks
 - clean windows, mirrors, and glass doors
 - clean, disinfect urinals, toilets, hand basins and hose, sweep toilet blocks
 - replenish toilet paper, soap dispensers and paper towels
 - remove cobwebs
 - hose, sweep or pressure clean undercover, outdoor, steps and walkways areas
 - clean drink troughs
 - empty classroom, office and toilet bins into wheelie bins
 - daily emptying of wheelie bins into commercial skip
 - maintain simple records of all work performed
- perform non-scheduled and emergency cleaning as required
- receive cleaning goods and distribute to appropriate storage
- assist in function set-up for scheduled events as required
- re-allocate and adjust furniture as required
- assist in general maintenance around the school as required
- assist and complete labouring activities or operate machinery as required

3.2 Perform duties in a safe and responsible manner in accordance with health and safety policies and safe work processes

- wear supplied personal protective equipment (PPE)
- be familiar with the Safety Data Sheet (SDS) for any chemicals used
- seek approval from the principal prior to purchasing chemicals or equipment
- check the work area for hazards, identify and report all hazards or unsafe conditions to the principal, and minimise the risk of injury to yourself, other people, and property
- participate in the annual work health and safety (WHS) auditing process
- attend WHS education and training opportunities as requested, and apply the learning

3.3 Collaborate and communicate with others to ensure high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

3.4 Contribute to and promote the development, alignment, attainment and review of the School Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the school to achieving the strategies set out in both the School Strategy and the TCS Strategic Plan
- provide information and assistance in line with the school's policies, procedures, and guidelines
- attend professional development as appropriate

3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates