



## ROLE DESCRIPTION

### Cleaner

#### 1. POSITION IDENTIFICATION

<b>POSITION TITLE</b>	Cleaner
<b>REPORTS TO:</b>	Principal Business Manager Team Leader of Cleaning Services
<b>AWARD:</b>	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teaching Staff Enterprise Bargaining Agreement 2014 (or as updated)

#### 2. THE ROLE

Cleaners under the supervision of the Team Leader of Cleaning Services and/or The Finance Manager support the College in the preparation and maintenance of a neat, tidy and clean work environment for staff and students at the College.

#### 3. KEY RESPONSIBILITIES OF THE ROLE

1. Dusting of;
  - Furniture
  - Window blinds
  - Equipment
  - Walls, doors and other internal structures
  
2. Clean and disinfect (toilets, staff areas, kitchenettes, classrooms);
  - Sinks
  - Counter tops
  - Floors
  - Toilets
  - Mirrors
  - Tables
  - Refrigerators
  - Microwaves
  - Glass doors
  
4. Replenish supplies in toilets, work areas and kitchen areas;
  
5. Sweep, mop, vacuum and/or scrub floors using brooms, mops, and vacuum cleaners;
  
6. Empty rubbish bins and recyclables into correct disposal areas;
  
7. Wipe down walls, doors, whiteboards;

8. Identify potential safety and maintenance issues and communicate to the Team Leader of Cleaning Services;
9. Arrive on time for scheduled shifts, perform services to a high standard and ensure that premises are locked and secure;
10. Complete any special requests for cleaning as notified by the Team Leader of Cleaning Services or the Business Manager
11. Comply with safety procedures when handling chemicals in relation to performing tasks.

#### **4. SELECTION CRITERIA**

The person shall:

- Pay attention to detail with general work and special requests
- Be proactive by identifying work that needs to be completed without being instructed
- Demonstrate a desire to learn
- Be punctual, reliable and trustworthy
- Be able to work independently and as part of a team
- Have good interpersonal skills
- Be able to manage priorities
- Have a current Working with Children Card
- Have a current CrimTrac Police Check