



Nagle College Bairnsdale

Position Description

Position: Cleaner
Reports to: Grounds / Maintenance Supervisor
Classification: Education Support Category A Level 1
Employment Status: Casual

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

As a member of the College Maintenance and Grounds team, you report directly to the Grounds / Maintenance Supervisor and are responsible to the Business Manager.

The Cleaner role contributes to the efficient and effective operation and environment of the school site by providing a high level of cleaning support.

The following responsibilities are provided as a guide only. The position may include some or all of the responsibilities outlined below and is not limited to the responsibilities detailed in this list.

Key Responsibilities:

Cleaning Responsibilities

- Operating and maintaining cleaning equipment including vacuum cleaners, polishers and blowers.
- Sweeping, mopping and vacuuming floors and mats.
- Cleaning windows, fans, fridges and stoves.
- Cleaning and sanitising toilet facilities and sick bays including cleaning toilets, sinks and basins.
- Sweeping, blowing and hosing paved areas.
- Cleaning windows, pictures, doorknobs, taps, sinks, drinking fountains, lavatory basins, glassware, glass doors and cupboards and other touch surfaces.
- Cleaning and maintaining equipment.
- Cobweb and mildew control, utilising extendable equipment as necessary.

- Disposal of rubbish and litter control including emptying and washing rubbish bins and picking up litter.
- Removal of material from drains and gutters between and/or surrounding buildings.
- Dusting including student and office furniture, equipment and fans, desks, tables, shelves and ledge.
- Opening/Locking up rooms/areas.
- Removing graffiti from desks, chairs and walls.
- Other appropriate cleaning duties as directed.

These duties may include:

- Manual handling including lifting to safe regulation weights (must be able to carry out physically demanding tasks).
- Physical duties such as sweeping, mopping, vacuuming and hand cleaning (e.g. scrubbing).
- Work is performed both indoors and outdoors and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the office/school environment appropriate to the position.
- Work environment involves exposure to potentially dangerous materials and situations that requires the following of safety precautions and may involve the use of protective equipment.
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff meetings, Mass, and Personal Development days as directed.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Principal.

Organisational Relationships

The Cleaner has a number of key internal and external relationships.

- **Reports to:** Grounds / Maintenance Supervisor and Business Manager
- **Internal liaisons:** Principal, Leadership team, teaching and support staff and students.
- **External liaisons:** Suppliers/contractors and service providers.

Judgement and Decision Making

The Cleaner role is made up of a range of straightforward cleaning related tasks. The role is required to follow a work schedule provided by the Grounds / Maintenance Supervisor, which will detail the areas/items to be cleaned for each day of work. Direction on any matters can be sought from the Grounds / Maintenance Supervisor who will provide direct and routine supervision.

Skills & Competencies

- Demonstrate a level of understanding of the Catholic ethos of the College and the ability to transform this into practice.
- Capacity and willingness to be familiar with understand and comply with School policies and procedures.
- Ability to perform the physical requirements of the role.
- Ability to take direction and follow a daily work schedule.
- Ability to work efficiently and with flexibility and to prioritise work to complete daily work schedule.
- Professional attitude and appearance at all times.
- Working with Children Check.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment and compliance with relevant procedures.