



Nagle College Bairnsdale

Position Description

Position: Cleaner
School Service Officer

Reports to: Property Manager

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 Property Manager 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 following 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 schools 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:** Property Manager 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 Property Manager, which will detail the areas/items to be cleaned for each day of work. Direction on any matters can be sought from the Property Manager who will provide direct and routine supervision.

Skills & Competencies

- Demonstrate a high 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.