



<b>POSITION</b>	<b>CLEANER</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>FACILITIES AND PROPERTY</b>	
<b>POSITION REPORTS TO:</b>	<b>HEAD OF FACILITIES AND PROPERTY</b>	
<b>POSITION PURPOSE:</b>	This position is responsible for carrying out cleaning duties to a very high standard with consideration to hygiene, safety and customer needs.	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Executive Business Services Facilities Team Teaching Staff Boarding staff Students	<b>EXTERNAL</b> Parents/Guardians Students Suppliers

**ABOUT GREAT SOUTHERN GRAMMAR**

**Mission Statement:** To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

**Our Commitment:** Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

**Our Values:** Integrity | Respect | Compassion | Commitment

- Expected behaviours and attitudes**
1. Actively support the School’s Christian ethos;
  2. Actively support a child safety culture, with a zero tolerance for child abuse;
  3. Adhere to Great Southern Grammar’s values;
  4. Adhere to the School’s Policy, Procedures and Codes;
  5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
  6. Demonstrate:
    - energy, enthusiasm and drive;
    - diplomacy and tact;
    - an ability to maintain confidentiality;
    - honesty and an outstanding work ethic;
    - loyalty to the role, people and the School;
    - understanding of expectations of independent schooling;
    - involvement in co-curricular
    - a positive and proactive attitude; and
    - respect for self and others.





## POSITION DESCRIPTION

KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;</li> <li>Complete administrative and operational activities in alignment with School's requirements; and</li> <li>Be willing to undertake tasks as requested by the Principal or their delegate.</li> </ul>
<b>CLEANING OPERATIONS</b>	<ul style="list-style-type: none"> <li>The Cleaner will be required to complete the following tasks:</li> <li>Carry out cleaning duties within which will include, but not limited to: window cleaning, vacuuming floors and upholstery (couches), mopping floors, dusting and wiping down all surfaces, cleaning of drinking fountains, sweeping and removal of cobwebs, rubbish and recyclables removal and maintaining the toilets, showers kitchens and other wet areas to an appropriate standard of cleanliness internally and externally.</li> <li>Report all faults, maintenance and issues to the Head of Facilities and Property.</li> <li>The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Specific Work instructions are available and provide more detail on the regular cleaning activities.</li> </ul>
<b>WORKPLACE HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>Participate in the development of a safe and healthy workplace.</li> <li>Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>Co-operate with management in its fulfilment of its legislative obligations.</li> <li>Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>Not place others at risk by any act or omission.</li> <li>Not wilfully or recklessly interfere with safety equipment.</li> </ul>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>Ensure all allocated tasks are completed in a timely manner;</li> <li>Promotes a positive environment and communicates and works effectively in a team, including in relation to sharing of facilities;</li> <li>Responds to requests and questions in a friendly, professional and timely manner;</li> <li>Maintain high personal presentation and hygiene standards; and</li> <li>Participates in staff meetings and attends relevant training.</li> </ul>
<b>PERSON REQUIREMENTS:</b>	
<b>QUALIFICATIONS/ TRAINING:</b>	<p><b>Essential</b></p> <p>Working with Children Check clearance; Satisfactory National Police History Check; Hold appropriate Australian work rights; Maintain the currency of specific expertise through a commitment to ongoing professional development.</p>



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	<p><b>Desirable</b> Training in the awareness of cleaning products, their use and ability to use.</p>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b> Sound knowledge of all aspects of general cleaning. Sound knowledge of the use of cleaning products. Developed knowledge of Workplace Health and Safety Regulations.</p> <p><b>Desirable</b> Mandatory Reporting training. Working knowledge of First Aid and safety procedures. Sound knowledge of the use of floor polishing and other cleaning equipment</p>
<b>SKILLS AND ABILITIES:</b>	<p><b>Essential</b> Good organisational skills. Ability to work unsupervised. Good time management skills and working to deadlines. Proficient in the ability to operate cleaning equipment. Ability to work cohesively, efficiently and effectively in a team environment. Ability to understand and use Safety Data Sheets and relate this to cleaning products used. Ability to work flexible working hours at various locations including early mornings, late evenings, weekends and or public holidays. Ability and willingness to uphold and role model the Schools' values.</p> <p><b>Desirable</b> Good verbal communication and public relation skills.</p>
<b>PHYSICAL DEMANDS OF THE ROLE</b>	<p>All cleaning staff must be physically able to perform and sustain the following essential physical job functions on a daily basis:</p> <ul style="list-style-type: none"> <li>- The physical ability to stand and/or walk continuously.</li> <li>- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.</li> <li>- The physical ability to perform all tasks in a repetitive nature such as the following tasks but not limited to: sweeping, mopping, scrubbing, etc.</li> <li>- The physical ability to use both hands for continuous grasping and fine manipulation and in a repetitive nature.</li> <li>- The physical ability to occasionally lift, push/pull up to 10kg of weight between the floor and waist, such as cleaning supplies, full garbage bags and/or bins, furniture, trolleys etc.</li> <li>- The physical ability to work in all temperatures and weather conditions when required and within legislative guidelines.</li> <li>- The physical ability to tolerate any required personal protective equipment such as gloves, safety glasses and other protective equipment deemed appropriate on a continuous basis.</li> <li>- The physical capability to use various chemicals used within catering as per the manufacturer specifications.</li> <li>- The physical ability to occasionally climb on a ladder to heights up to 2mtr and the physical ability to work on a step ladder.</li> </ul>



## POSITION DESCRIPTION

### Instructions

1. Read the Position Description carefully.
2. If you need anything clarified, ask your Line Manager.
3. Keep a copy available for you to refer to at work.

Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.