



## Cleaning Supervisor Position Description

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Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal-opportunity employer.

### The Cleaning team

Having a clean and hygienic College is a crucial factor when it comes to the College's success. The Cleaning team at the College is committed to providing quality cleanliness, adding value to the College's operations, programs & facilities.

The position reports directly and takes direction from the Property Manager and Director of Business Operations. The Cleaning Supervisor is required to supervise all cleaning staff on a day-to-day basis and is expected to follow the cleaning schedules for all campuses to an excellent standard.

### Role Description

The Cleaning Supervisor has a key role in ensuring the College environment is well-maintained and is always a safe and attractive place for the College community. In carrying out these services, all cleaning team members are expected to present themselves professionally, including wearing a uniform and name tag, greeting others politely, and taking pride in the College surroundings.

The Cleaning Supervisor is expected to consult regularly with the Property Manager regarding work

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priorities and staffing matters. The responsibilities of this position extend to all of the College campuses.

**The Cleaning Supervisor will supervise the operation and organisation of the Cleaning team by:**

- Being the responsible report for all members of the cleaning team
- Ensuring that adequate training and supervision is provided to cleaning staff
- Prioritising and allocating all cleaning tasks on a daily and weekly basis
- Conducting regular cleaning audits in conjunction with the Property Manager
- Reviewing the performance of cleaning standards with staff and upskilling where appropriate
- Providing supervision and allocation of cleaning supplies to all cleaners
- Performing regular stocktakes of cleaning supplies and working with the Property Manager to ensure stocks are maintained.
- Ensuring that all cleaning staff are inducted into the College with a focus on College policies and procedures with a particular focus on child safety/protection and safe work practices.
- Carrying out all work necessary to maintain facilities and grounds in a safe, clean, hygienic and attractive condition.
- Ensure all external bins are emptied every afternoon and maintained hygienically
- Ensure interior and exterior entrances to the College are of the highest standard at all times
- Maintaining a safe environment by keeping the College free of Occupational Health & Safety (OH&S) hazards and following the College's OH&S policies
- Follow hygienic practices to maintain the cleanliness of the College buildings and facilities
- Exercising skill and diligence in the operation of all equipment and chemicals
- Reporting any near misses, safety matters, hazards, defects, or any other issues to the Property Manager
- Completing the cleaning requirements as defined in the scope of work for the different areas of the College (attached and updated from time to time)
- Ensuring that chemicals and cleaning agents are stored in a safe manner so no leakage occurs.
- Maintaining neat and tidy cleaning of storerooms and cupboards
- Closing and securing all offices, classrooms, meeting rooms and special-purpose room doors so they are never left open or unattended
- Keeping office lighting to a minimum whilst performing duties
- Keeping all internal and external doors securely locked during and on completion of the work
- Ensuring all lights and electrical appliances (i.e. heating and air conditioning units), other than computers, are turned off and windows and doors closed and locked at the end of the shift
- Conducting noisy activities at times that don't interrupt classes or meetings. In general, noisy activity can occur in classrooms after 4pm and offices after 5pm on weekdays.
- Secure the premises at night to ensure alarms are activated and all entry points into the College are closed.

**The Cleaning Supervisor will support the College by:**

- Undertaking all other reasonable cleaning tasks as directed by the Property Manager
- Working co-operatively with the Property Manager and other members of the cleaning team.
- Maintaining a friendly and cooperative nature with all College staff
- Ensuring any confidential documents or information that Cleaners may come across during their duties remain confidential
- Attending professional learning and staff meetings as requested. Undertake chemical storage training, risk assessments and any other compliance items as determined by the College
- Working from time to time in special areas of need at the direction of the Principal or Director of Business Operations.

### **Experience and Qualifications**

This role requires an enthusiastic individual who possesses an appreciation of the importance that hygienic spaces hold in a school environment. The incumbent should also possess the following attributes:

- An ability to lead and work actively, courteously and professionally in a team environment.
- An ability to complete heavy and strenuous work from time to time in accordance with Occupational Health & Safety requirements (a pre-medical check may be required).
- An understanding of the Catholic ethos of Emmaus College and the unique requirements for staff working in a Catholic college.
- Previous experience in a cleaning role.
- Hold a current full Victorian Drivers Licence.
- Hold a Working with Children Check card.

### **Terms and Conditions**

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This position is in accordance with the Victorian Catholic Schools Multi-Employer Agreement as a School Services Officer. The role works full-time Monday to Friday, 1pm-9pm . Seven (7) weeks of Annual Leave and Leave Loading is applicable to the position. Salary will be in accordance with the CEMEA2022 with the successful candidate, dependent upon skills and experience.

### **Professional Review**

This Position Description is intended as a framework for professional review. This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.