

POSITION DESCRIPTION

POSITION: CLEANING SUPERVISOR

Employment status	Full-time, subject to successful probation period.
Department	Facilities & Property
Reports to	Head of Facilities and Property
Last revised	November 2024

ABOUT GREAT SOUTHERN GRAMMAR

Our School:	Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.
Our Values:	Respect Integrity Courage Compassion
Our Vision:	Create YOUR impact. All Great Southern Grammar graduates are beacons of light in the world, having a position, lasting impact in their communities for the common good.
Our Mission:	Passion Purpose Joy We are a forward-looking school called to ignite passion , shape purpose and cultivate joy . All students experience success and become to know their important place in the world.
Our Core Strengths:	Place Community Learning & Care Experience People.

POSITION PURPOSE

This position is responsible for overseeing and undertaking cleaning duties to a very high standard with consideration to hygiene, safety and customer needs.

RESPONSIBILITIES

The responsibilities which are all interlinked include, but are not limited to, the following:

ACTIVELY SUPPORT SCHOOL OPERATIONS

- Demonstrate highest standards of professionalism in personal conduct, behaviour and presentation;
- Comply with all relevant legislative, regulatory obligations, school's codes, policies and procedures;
- Complete administrative and operational activities in alignment with school's requirements; and
- Be willing to undertake tasks as requested by the Principal or their delegate.

GENERAL RESPONSIBILITIES

- Responsible for the efficient operation of the School's cleaning operations;
- Ensure a high standard of cleaning is always undertaken across the School;
- Provide necessary induction, training, guidance and supervision of cleaning staff;
- Produce and communicate rosters for staff cleaning in both boarding and school areas;
- Communicate, monitor and direct work undertaken by cleaning staff including management of special cleaning requirements across the campus;
- Support and mentor individuals and team members to effectively manage priorities, workloads, planning and performance and deal with staff issues as they occur;
- Provide regular feedback to staff on their performance and train as required;
- Conduct Annual Planning Conversations with cleaning staff;
- Arrange professional development for staff as needed, in consultation with the Head of Business Operations;
- With the approval of the Head of Business Operations and Principal, oversee recruitment of cleaning staff;
- Ensure equipment is maintained to the highest possible standard; and
- Research and prepare recommendations for upgrading and purchase of equipment as required.

CLEANING OPERATIONS

- The Cleaning Supervisor will be required to complete the following tasks as a leading member of the cleaning team which includes, but not limited to:
 - Window cleaning, vacuuming floors and upholstery (couches), mopping floors, dusting and wiping down surfaces, cleaning of drinking fountains, cleaning of coffee machines, 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; and
 - Report all faults, maintenance and issues to the Head of Facilities and Property.

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.

WORKPLACE HEALTH AND SAFETY

- Participate in the development of a safe and healthy workplace. Promote, monitor and regulate safe work practices;
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperate with management in its fulfillment of legislative obligations;

- 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;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not willfully or recklessly interfere with safety equipment.

GENERAL

- Ensure all allocated tasks are completed in a timely manner;
- Promotes a positive environment and communicates and works effectively in a team, including in relation to sharing of facilities;
- Responds to requests and questions in a friendly, professional and timely manner;
- Maintain high personal presentation and hygiene standards; and
- Participates in staff meetings and attends relevant training.

WORKING RELATIONSHIPS

Internal	School Executive, Business Services, Facilities team, teaching staff, boarding staff and students.
External	Parents and guardians and suppliers.

EDUCATION, KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

Education/Qualifications

- Working with Children Check clearance;
- Satisfactory National Police History Check;
- Hold appropriate Australian work rights;
- Training in the awareness of cleaning products, their use and ability to use; and
- Maintain the currency of specific expertise through a commitment to ongoing professional development.

Knowledge and Experience

Essential

- Sound knowledge of all aspects of general cleaning;
- Sound knowledge of the use of cleaning products;
- Developed knowledge of Workplace Health and Safety regulations

Desirable

- Mandatory reporting training;
- Working knowledge of first aid and safety procedures; and

- Sound knowledge of the use of floor polishing and other cleaning equipment.

Skills and Abilities

Essential

- Good organization 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, weekend and/or public holidays; and
- Ability and willingness to uphold and role model the School's values.

Desirable

- Good verbal communication and public relation skills.

PHYSICAL DEMANDS OF THE ROLE

All cleaning staff must be physically able to perform and sustain the following essential physical job functions daily:

- The physical ability to stand and/or walk continuously.
- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.
- The physical ability to perform all tasks in a repetitive nature such as the following tasks but not limited to: sweeping, mopping, scrubbing, etc.
- The physical ability to use both hands for continuous grasping and fine manipulation and in a repetitive nature.
- 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.
- The physical ability to work in all temperatures and weather conditions when required and within legislative guidelines.
- 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.
- The physical capability to use various chemicals used within catering as per the manufacturer specifications.

The physical ability to occasionally climb on a ladder to heights up to 2mtr and the physical ability to work on a step ladder

COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

Great Southern Grammar is deeply committed to safeguarding the wellbeing of all students and staff. We expect every staff member and volunteer to uphold this commitment by strictly adhering to our child protection policies and comply with all relevant laws and regulations.

Staff are expected to demonstrate empathy and embody the values of the School in their daily interactions.

Please note that Great Southern Grammar is a smoke-free campus.