



ROLE DESCRIPTION - CLEANER

POSITION	
ROLE TITLE	Cleaner
DEPARTMENT	Operations
REPORTS TO	Business Manager
DIRECT REPORTS	Nil
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Support Staff - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	General Operations 1-5.2
EMPLOYMENT STATUS	Permanent Full-Time/Permanent Part-Time/Temporary/Casual
ALLOWANCES	Allowance in accordance with the EA
PRIMARY PURPOSE OF THE ROLE	The Cleaner is responsible for maintaining a clean, safe and hygienic environment across the College including academic, administrative and boarding facilities. This role supports the wellbeing of students, staff and visitors by ensuring all areas meet high standards of cleanliness and presentation.
SPECIAL REQUIREMENTS	<p>The nature of this position is such that the Cleaners may be required outside the “normal” college hours to support the College in the presentation of the college in special events and functions.</p> <p>This position description may be varied to meet the needs of the school.</p>
EXPECTED BEHAVIOURS AND ATTITUDES	<ul style="list-style-type: none"> ● Actively supports a child safeguarding culture to the highest standards ● Complies with: <ul style="list-style-type: none"> ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff ● Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; ● Maintains a commitment to improve services and pursue excellence continuously ● Seeks opportunities for professional development.

KEY ROLE RESPONSIBILITIES

<p>A CLEANER WILL:</p>	<ul style="list-style-type: none"> ● Actively works to promote the mission and life of the Catholic Church ● Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. ● Give personal witness to Gospel values through word and action. ● Promote the philosophy and goals of Catholic education and practice in the Marist tradition. ● Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. ● Have a pastoral concern for individual students and staff.
<p>DUTIES AND RESPONSIBILITIES</p>	<p>General Cleaning (All Cleaners)</p> <ul style="list-style-type: none"> ● Perform daily cleaning duties including sweeping, mopping, vacuuming, dusting and litter collection across all areas of the College. ● Vacuum classroom carpet floors ● Sweep and mop vinyl floors ● Ensure cleaning supplies are stocked and report any shortages. ● Clean and sanitise bathrooms, staff amenities and common areas. ● Replenish consumables such as paper towels, soap, toilet paper and other restroom supplies. ● Empty bins and dispose of waste in accordance with school policies and environmental guidelines. ● Report any maintenance issues, damage or safety hazards to the maintenance department via the Incident Reporting System. ● Follow all Workplace Health and Safety (WHS) regulations including Infection Control Guidelines and the safe use of cleaning chemicals and equipment. ● Maintain cleaning equipment and ensure safe storage of chemicals and supplies. ● Assist with periodic deep cleaning tasks (e.g., windows, carpets and high surfaces). ● Support cleaning requirements during school events and examinations. <p>Classroom Cleaner</p> <ul style="list-style-type: none"> ● Clean classrooms, laboratories and specialist learning areas. ● Arrange furniture neatly and ensure rooms are presentation-ready for teaching. ● Maintain cleanliness of shared resources and high-touch surfaces. ● Clean and disinfect high-touch surfaces including: <ul style="list-style-type: none"> ○ Chairs; ○ Desks and Tables; ○ Whiteboards; ○ Door handles; ○ Light switches; and ○ Teaching Equipment ● Maintain restrooms, including cleaning sinks, toilets, and replenishing supplies. ● Wash windows, boards, and classroom equipment as needed. ● Assist with setting up or rearranging classrooms when needed. <p>Boarding Cleaner</p> <ul style="list-style-type: none"> ● Clean student dormitories including floors, furniture and shared spaces ● Clean common rooms, kitchens, dining, hallways, lounges and study areas used by boarders.

	<ul style="list-style-type: none"> ● Ensure laundry areas are clean and functional. ● Clean and disinfect high-touch surfaces including: <ul style="list-style-type: none"> ○ Chairs; ○ Tables; ○ Whiteboards; ○ Door handles; ○ Light switches; ● Maintain cleanliness in shared spaces such as hallways, kitchen, lounges, and study areas. ● Service communal bathrooms, ensuring high hygiene standards at all times. ● Clean and sanitise kitchen areas including fridges, dishwashers, ovens and microwaves. ● Report any concern regarding cleanliness, damage or student wellbeing to boarding staff. ● Work sensitively within residential environments, respecting student privacy and routines ● Conduct periodic deep cleans of boarding houses during term breaks
SYSTEM ADMINISTRATION	<p>Ensure compliance with all Red Bend Catholic College systems including</p> <ul style="list-style-type: none"> ● IDEAGEN ● Emails
ORGANISATION AND OPERATIONS	<ul style="list-style-type: none"> ● Ensure compliance with the WHS Act 2011 and its regulations including: <ul style="list-style-type: none"> ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Faculty Coordinator within reporting guidelines. ○ Wear protective clothing or use equipment in the manner intended (where required). ○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). ○ Ensure that all students, staff, contractors and volunteers under the direction and control receive adequate instruction for the safe and efficient performance of their role and duties. ○ Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the relevant Faculty Coordinator, Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Faculty Coordinator or Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. ● Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. ● Work Cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. ● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. ● Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team and to carrying out multiple tasks or projects where relevant. ● Undertake all other duties as directed in line with the employees skill, competence and training.

KEY RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> ● Teaching and Support Staff ● Students 	EXTERNAL <ul style="list-style-type: none"> ● Nil
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PERSON SPECIFICATIONS	
QUALIFICATIONS, SKILLS AND EXPERIENCE	ESSENTIAL <ul style="list-style-type: none"> ● A commitment to Catholic education and a desire to enliven the Marist tradition of the College. ● An active member of a Catholic Eucharistic community. ● Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of Red Bend Catholic College. ● Demonstrated ability to work independently and as part of a team. ● Demonstrated communication and teamwork skills. ● Attention to detail and commitment to maintaining the highest standards of cleanliness. ● Ability to lift and move furniture and cleaning equipment within safe limits. ● Physical ability to perform manual cleaning tasks. ● Understanding and demonstrated commitment to WHS regulations. ● C-Class Drivers License. DESIRABLE <ul style="list-style-type: none"> ● Demonstrated previous experience in cleaning or housekeeping. ● Chemical Certification Certificate
GENERAL EXPECTATIONS	<ul style="list-style-type: none"> ● Maintain a professional, respectful and cooperative approach with Staff and students ● Demonstrate reliability, punctuality and attention to detail. ● Ability to adhere to school policies including Child Safeguarding and confidentiality requirements. ● Ability to work flexibly and adjust duties as required for operational needs. ● Physical ability to perform manual cleaning tasks including the ability to walk up and down stairs.
WORK ENVIRONMENT	This role involves physical activities including lifting, bending, standing for extended periods and working across the various indoor and outdoor areas of the College
STATUTORY REQUIREMENTS	NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability