



Position Description

Position Title	Cleaning Assistant
Department	Housekeeping
Reports to	Housekeeping Supervisor
Purpose and Objectives	The Cleaning Assistant plays a vital role in maintaining the daily operations of the College's housekeeping services. As a team member, you will deliver a high standard of cleaning and presentation across College facilities, ensuring a safe, clean, and welcoming environment that supports student wellbeing and aligns with the College's Strategic Intent. You will uphold the College's standards of performance and integrity, working independently and collaboratively to foster a positive workplace culture. Success in this role depends on a strong work ethic, attention to detail, and the ability to build respectful partnerships with staff, students, and broader College stakeholders, all while contributing to seamless housekeeping operations.
Key Accountabilities	Day-to-day operational services • Vacuuming • Dusting • Cleaning toilets/scrubbing bathrooms • Vacuuming/sweeping/mopping floors • Stripping/sealing floors • Removing cobwebs • Removing graffiti • Sweeping/hosing walkways • Cleaning outside furniture • Maintaining cleaning equipment and report any maintenance requirements • Reporting any damage to any of the facilities or buildings found within assigned cleaning areas • Reporting any hazards or potential safety issues • Using chemicals in proper proportions and correct strength • Ensuring all equipment is switched off when not in use. • Responding promptly to ad hoc cleaning requests or emergencies as directed by the Housekeeping Supervisor. Safety • Support and action the framework for onboarding and ongoing development for team to ensure safe practices and quality outcomes. This includes but is not limited to: • Safe use of chemicals • Manual handling • Equipment handling • Maintain up-to-date knowledge of relevant College policies and processes. • Report near misses, hazards and incidents as soon as reasonably practicable.



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	General Responsibilities • Ensure regular inspection of working area so that recommended maintenance, and upgrades are actioned when needed • Communicate with supervisors and colleagues to ensure consistent service and task coverage • Maintain security of rooms, buildings and personal property. At no time must information of a resident (boarding staff or student living on site) be discussed with anyone, other than if relevant report to the Housekeeping Manager. • Demonstrate a collaborative, team-focused approach • Maintain a neat and tidy appearance and wear uniform, as provided by the College • Other duties as delegated by Leader and /or Head of College as required
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 – Qualifications and Experience • Experience and training in a cleaning and/or laundry role and training • A High School Certificate or equivalency SC2 – Technical Skills • General cleaning practices and procedures • Safe handling and use of cleaning chemicals, including their purpose (recent chemical training desirable) Operation and maintenance of standard cleaning equipment and how to use them • Public Health Sanitation guidelines for universal precautions and infection control SC3 - Communication • Must have excellent communication and interpersonal skills necessary to interact with a wide range of people including staff, students and other members within the College community. SC4 - Physical Awareness • Physically capable to perform the inherent duties of the role including manual handling tasks, e.g. lifting bags. SC5 – Personal capabilities • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. SC6 – Christian Ethos • An understanding of, respect and demonstrable support for the College's Christian ethos.



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Position Status	Permanent Part Time/Term Time/Casual
Hours of Duty	Typical rostered hours may be: Shift 1: 4 AM – 8 AM, 20 hours per week Shift 2: 4 AM – 11 AM, 35 hours per week
Classification	Schedule 11 - Level 1(a)
Annual Salary	\$65,092 per annum Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.



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Compliance Requirements	Right to work in Australia. Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

November 2025