



Position Description

Position Title	Boarding Housekeeper
Department	Housekeeping
Reports to	Housekeeping Supervisor
Direct Reports	N/A
Purpose and Objectives	The Boarding Housekeeper plays a vital role in maintaining the daily operations of the College Boarding Houses. As an experienced team member, you will deliver a high level of cleaning and sanitation services, 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 boarding operations.
Key Accountabilities	Day-to-day operational services • Vacuuming • Dusting • Cleaning toilets/scrubbing bathrooms • Vacuuming/sweeping/mopping floors • Stripping/sealing floors • Removing cob webbing • Removing graffiti • Sweeping/hosing walkways • Cleaning outside furniture • Maintaining any cleaning equipment and report any maintenance requirements • Reporting any damage to any of the facilities or buildings found within the 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 • Providing regular report on services to Head of Boarding • Fulfilling holiday cleaning when dorms are complete join the team and partake in school cleaning. 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



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	• Manual handling • Equipment handling • Maintain currency of knowledge regarding all appropriate College policies and processes. • Report near misses and incidents as soon as reasonably practicable General Responsibilities • Ensure regular inspection of working area so that recommended maintenance, and upgrades are actioned promptly. • Communicate with supervisors and colleagues to ensure consistent service and task coverage. • Ensure security in relation to 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. • Ensure a team approach at all times. • 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.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 - Qualifications/Experience • Equivalent combination of relevant experience and training such as: ○ A High School Certificate or equivalency ○ At least 2 years' experience in a cleaning role. SC2 – Technical Skills • Ability to apply best-practice cleaning techniques to maintain a safe, hygienic, and welcoming environment within boarding facilities. • Knowledge of handling cleaning chemicals responsibly and in accordance with safety guidelines, ensuring completion of current chemical handling training. • Demonstrated ability to operate and maintain cleaning equipment effectively and safely. • Adherence to Public Health sanitation standards, including universal precautions and infection control protocols. • Ability to organise and prioritise tasks to meet deadlines and ensure efficient daily operations. • Demonstrated ability to work independently while ensuring accuracy, attention to detail, and a commitment to high standards of cleanliness. • Basic knowledge of computers and Microsoft tools, to provide a report of boarding fortnightly to Head of Boarding • Ability to conduct school cleaning services when dorms are complete. SC3 - Communication • Possesses excellent communication and interpersonal skills, necessary to relate to a wide range of people including staff, students, Stakeholders, and



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	other members within the school community. • Demonstrated understanding of confidentiality requirements within a boarding school environment, including strict adherence to privacy protocols. At no time must information of a resident (boarding staff or student living on site) be discussed with anyone, other than if relevant reported to the Housekeeping Manager. • Awareness and understanding of the need for security in relation to building, personal property and equipment. • Proven ability to work as part of a team, and is reliable and punctual. • Commitment to maintaining a neat and professional appearance, including wearing the College-provided uniform. SC4 - Physical Awareness • Possession of a reasonable level of physical fitness 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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Job Details	
Position Status	Permanent Part-Time
Hours of Duty	75 hours per fortnight Monday to Friday, 7am to 3pm
Classification	Schedule 11 - Level 2
Annual Salary	\$66,519 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
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional	Applicants are expected to respect and uphold the College's Mission of "Excellence in



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Behaviours	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.
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 include 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	Further information about St Peters can be found at www.stpeters.qld.edu.au



St Peters
Lutheran College

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Information

28 September 2026