

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: General Property Assistant
Campus: Narre Warren South
Employment Status: FTE 1.0
Reports Directly To: Maintenance Manager

Role:

The General Property Assistant will clean designated buildings across the campus and provide evening lock up of all College buildings.

Hours: 2:00pm to 10:00pm, Monday to Friday

Duties:

- Performing a range of security duties
- Regular cleaning of designated areas including classrooms, toilets and emptying of bins
- Performing a range of patrol duties, including checking for unlocked or open doors, windows etc., setting of alarms, responding to alarms and following emergency procedures
- Assist Property Services Team as required

Inherent Requirements of the Position

Property Services Staff – General Property Assistant

- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- Working with cleaning chemicals
- Be correctly attired and equipped at all times
- Using manual and electrical tools
- Standing/walking/bending/kneeling for extended periods
- Using a ladder safely – climbing and working from heights
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.