



## POSITION DESCRIPTION

<b>POSITION</b>	<b>CLEANER</b>	
<b>SCHOOL / DEPARTMENT:</b>	<b>BOARDING</b>	
<b>POSITION REPORTS TO:</b>	<b>HEAD OF FACILITIES AND PROPERTY</b>	
<b>POSITION PURPOSE:</b>	This position is responsible for carrying out cleaning duties to a very high standard with consideration to hygiene, safety and customer needs.	
<b>MAIN PEOPLE INTERACTIONS:</b>	<b>INTERNAL</b> Business Services Head of Boarding Heads of Boarding Houses and Boarding staff Students	<b>EXTERNAL</b> Parents/Guardians Students Suppliers

### ABOUT GREAT SOUTHERN GRAMMAR

**Mission Statement:** To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

**Our Commitment:** Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

**Our Values:** Integrity | Respect | Compassion | Commitment

**Expected behaviours and attitudes**

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
  - o energy, enthusiasm and drive;
  - o diplomacy and tact;
  - o an ability to maintain confidentiality;
  - o honesty and an outstanding work ethic;
  - o loyalty to the role, people and the School;
  - o understanding of expectations of independent schooling;
  - o involvement in co-curricular
  - o a positive and proactive attitude; and
  - o respect for self and others.



## POSITION DESCRIPTION

KEY AREA	RESPONSIBILITIES AND TASKS
<b>ACTIVELY SUPPORT SCHOOL OPERATIONS</b>	<p>Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;</p> <p>Complete administrative and operational activities in alignment with School's requirements; and</p> <p>Be willing to undertake tasks as requested by the Principal or their delegate.</p>
<b>CLEANING OPERATIONS</b>	<p>Carry out cleaning duties within the area nominated by the Business Manager and/or his delegate, which will include, but not limited to: window cleaning, vacuuming floors and upholstery (couches), mopping floors, dusting and wiping down all surfaces, sweeping and removal of cobwebs, rubbish removal and maintaining the toilets to an appropriate standard of cleanliness internally and externally.</p> <p>When working in Boarding Houses, this also includes:</p> <ul style="list-style-type: none"><li>▪ cleaning fridges (not including the disposal of 'inedible food') microwave and other small appliances, as necessary;</li><li>▪ dusting picture frames, clean picture glass;</li><li>▪ dusting of other fixtures and fittings including skirting, radiators, pipes, fire extinguishers and other surfaces within reach;</li><li>▪ wipe/clean all hard surfaces including inside cupboards; clean showers, hand basins, toilets &amp; urinals;</li><li>▪ clean glass windows and sliding glass doors within the main entrance of each house weekly.</li><li>▪ ensure that all cleaning supplies and equipment required to undertake your work is kept in good order and that stocks of cleaning supplies are replenished, by informing the House Parent and/or the Head of Boarding.</li><li>▪ Replenish consumable items (hand soap, toilet rolls, paper towels etc) as required.</li><li>▪ Liaise effectively with the Head of Boarding and House Parents in matters pertaining to this position.</li><li>▪ Greet and communicate with parents, staff and other visitors if they are visiting the boarding house.</li><li>▪ Report any maintenance needs to the Head of Boarding/House Parents.</li><li>▪ Communicate with the Head of Boarding/House Parents in regard to cleaning concerns .and cleaning supplies requiring to be purchased.</li><li>▪ Liaise with the Laundry Assistant as required.</li><li>▪ Complete other reasonable duties that may be requested by the Head of Boarding or the House Parents.</li><li>▪ Be aware of the school's policies in relation to boarding houses.</li><li>▪ Be mindful of unwell students who may be in their rooms.</li><li>▪ To assist with a thorough clean in every room in each Boarding House at the end of each school year and again prior to the commencement of the following school year.</li><li>▪ Removal of cobwebs on a frequent basis.</li><li>▪ Ensure that areas being cleaned are maintained in a secure state.</li></ul>



## POSITION DESCRIPTION

	<ul style="list-style-type: none"> <li>▪ Maintain security awareness, including setting alarms and reporting any suspicious activities to Head of Boarding or Business Manager.</li> <li>▪ Exercise duty of care and work in a safe and efficient manner, having regard for your own safety and other employees or boarders of the School.</li> <li>▪ Maintain an awareness of new cleaning methods and products.</li> <li>▪ Report any faulty equipment and/or hazards to the most relevant person (eg. Head of Boarding House, Head of Boarding, Boarding Supervisor, Business Manager).</li> <li>▪ Provide support to, and relief of, other cleaning positions in other areas and locations, as required.</li> </ul>
<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>	<p>Participate in the development of a safe and healthy workplace.</p> <p>Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</p> <p>Co-operate with management in its fulfilment of its legislative obligations.</p> <p>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.</p> <p>To report any injury, hazard or illness immediately, where practical to their supervisor.</p> <p>Not place others at risk by any act or omission.</p> <p>Not wilfully or recklessly interfere with safety equipment.</p>
<b>GENERAL</b>	<p>Ensure all allocated tasks are completed in a timely manner;</p> <p>Promotes a positive environment and communicates and works effectively in a team, including in relation to sharing of facilities;</p> <p>Responds to requests and questions in a friendly, professional and timely manner;</p> <p>Maintain high personal presentation and hygiene standards; and</p> <p>Participates in staff meetings and attends relevant training.</p>



## POSITION DESCRIPTION

PERSON REQUIREMENTS:	
<b>QUALIFICATIONS/ TRAINING:</b>	<p><b>Essential</b></p> <p>Working with Children Check clearance; Satisfactory National Police History Check; Hold appropriate Australian work rights; Maintain the currency of specific expertise through a commitment to ongoing professional development.</p> <p><b>Desirable</b></p> <p>Training in the awareness of cleaning products, their use and ability to use.</p>
<b>KNOWLEDGE AND EXPERIENCE:</b>	<p><b>Essential</b></p> <p>Sound knowledge of all aspects of general cleaning. Sound knowledge of the use of floor polishing and other cleaning equipment. Sound knowledge of the use of cleaning products. Developed knowledge of Occupational Safety and Health Regulations.</p> <p><b>Desirable</b></p> <p>Mandatory Reporting training. Working knowledge of First Aid and safety procedures.</p>
<b>SKILLS AND ABILITIES:</b>	<p><b>Essential</b></p> <p>Good organisational 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 Material Safety Data Sheets and relate this to cleaning products used. Ability to work flexible working hours at various locations including early mornings, late evenings, weekends and or public holidays. Ability and willingness to uphold and role model the Schools' values of Integrity, Respect, Compassion and Commitment.</p> <p><b>Desirable</b></p> <p>Good verbal communication and public relation skills.</p>
<b>PHYSICAL DEMANDS OF THE ROLE</b>	<p>All cleaning staff must be physically able to perform and sustain the following essential physical job functions on a daily basis:</p> <ul style="list-style-type: none"><li>- The physical ability to stand and/or walk continuously.</li><li>- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.</li><li>- The physical ability to perform all tasks in a repetitive nature such as the following tasks but not limited to: sweeping, mopping, scrubbing, etc.</li><li>- The physical ability to use both hands for continuous grasping and fine manipulation and in a repetitive nature.</li></ul>



## POSITION DESCRIPTION

	<ul style="list-style-type: none"><li>- 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.</li><li>- The physical ability to work in all temperatures and weather conditions when required and within legislative guidelines.</li><li>- 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.</li><li>- The physical capability to use various chemicals used within catering as per the manufacturer specifications.</li><li>- The physical ability to occasionally climb on a ladder to heights up to 2mtr and the physical ability to work on a step ladder.</li></ul>
--	--

### KEY SELECTION CRITERIA:

Short-listing of applicants will be based on the following criteria therefore it is recommended that your application demonstrates that you have done this within your work/volunteer roles:

- Previous experience in housekeeping or cleaning would be helpful, but not essential.
- Ability to work as a member of a team or alone
- High standards of cleanliness and works efficiently
- Display personal attributes of honesty, initiative, flexibility, common sense, punctuality, and the ability to make effective decisions and take direction.

Prior to commencement in this role, the successful applicant is required to attain:

- Successful National Police Clearance
- Working with Children Check.