



Marist-Sion College – Warragul

Position Description Cleaner

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES	
<p>Position Summary</p>	<p>The Cleaner is appointed by the Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Facilities Manager. The role is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p>The Cleaner/s main responsibilities are to undertake cleaning activities to ensure the College is maintained to an excellent standard and it provides a professional impression to all visitors, parents, students and staff.</p> <p>FTE & Position Type: Part-Time and Ongoing Classification level: Level 1 Employment Category: Category C (Education Support Employee - School Services Stream) Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Cleaning Supervisor Direct Reports: Nil Internal Liaisons: Administration Team, Teachers and College Staff External Liaisons: Members of the College Community, DOSCEL schools, and General Public</p>
<p>Responsibilities</p>	<p>Typical duties performed may include, but are not limited to:</p> <p>Cleaning Duties:</p> <ul style="list-style-type: none"> • Vacuuming and Floor Care: Vacuum carpeted areas in classrooms, hallways, and offices. Clean hard floors (e.g., vinyl, timber, tile) in classrooms, corridors, and common areas through sweeping, mopping, buffing, and polishing

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	<ul style="list-style-type: none"> • Surface Cleaning: Clean windows, glass doors, walls, skirting boards, architraves, and other surfaces in classrooms, offices, and communal spaces • Bathroom Maintenance: Clean and disinfect student and staff bathrooms, including sinks, basins, toilets, urinals, mirrors, and showers. Restock bathroom supplies such as toilet paper, soap, and hand towels • Sanitisation: Sanitize high-touch areas such as handrails, student desks, chairs, eating tables, door handles, taps, drinking fountains, and sick bays • Kitchen and Appliance Cleaning: Clean stove tops, ovens, and fridges in staff rooms and Food Technology rooms • Furniture and Equipment Cleaning: Dust and clean classroom and office furniture, equipment, and fans. Clean lounge chairs and reception area chairs • Debris and Waste Management: Sweep and remove debris in locker bays, spot clean spills, and manage litter control, including removal from drains and gutters around the school premises • Special Cleaning Tasks: Control cobwebs and mildew using extendable equipment. Hose and pressure wash external bins and concrete areas. Remove graffiti from all surfaces • Waste Removal: Empty waste bins in classrooms, staff rooms, and offices into designated skips • Additional Duties: Perform other cleaning tasks as directed by the Cleaning Supervisor <p>Security Duties</p> <ul style="list-style-type: none"> • Activate and disarm security systems as needed • Close and lock all external gates around the school • Lock and unlock buildings as required • Ensure all windows are securely shut, external doors are locked, and the security alarm is armed at the end of each shift
Child Safety	<ul style="list-style-type: none"> • Lead in the provision of a child-safe environment for students • Comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work • Be actively engaged in researching areas of interest relevant to directions provided in the College Strategic Plan • Continue to develop ICT skills on platforms to support work
General Duties	<ul style="list-style-type: none"> • Support the Catholic Identity of the College • Understand the relevant compliance imperative

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	<ul style="list-style-type: none">• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal• Demonstrate professional and collegiate relationships with colleagues• Other duties as directed by the Principal
Skills/Attributes	<ul style="list-style-type: none">• Reliable and responsible• Flexible and able to prioritise situations as they arrive• Knowledge of OH&S laws and regulations• Good communication skills• Ability to cope with physically demanding situations• Ability to work autonomously and within a team

Selection Criteria Cleaner

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic College and its mission
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Commitment to and understanding of child protection and child safety issues in schools• Demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Demonstrated understanding of Mandatory Reporting• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Understanding of Health and Safety legislation, policies, and best practices relevant to the role of a cleaner• Minimum of Certificate II in First Aid (training will be provided by the College if necessary)• Prior cleaning experience at any level• Physical fitness and ability to perform the required tasks <p>Highly Desirable:</p> <ul style="list-style-type: none">• Experience cleaning in a school or higher education setting
4. An ability to work collaboratively within a team.	<ul style="list-style-type: none">• Ability to contribute positively within a team environment