

Cleaner

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Property Team

An efficient Property Department is vital to the school's success. The Property Team at the College is committed to the provision of quality professional services for staff, students and families, adding value to the school's operations and programs. The Cleaner has a key role to play in this team.

Having a clean and hygienic College is a crucial factor when it comes to the College's success. The Cleaning team at the College is committed to providing quality cleanliness, adding value to the College's operations, programs and facilities.

The position reports directly to and takes direction from the Cleaning Supervisor and Director of Business Operations. The Cleaner is required to perform all cleaning duties as directed following the daily cleaning schedules for both campuses to an excellent standard.

Role Description

The Cleaner has a key role in ensuring the College environment is well maintained and is always a safe and attractive place for the College community. In carrying out these services, all cleaning team members are expected to present themselves professionally, including wearing a uniform, and name tag, greeting others politely, and taking pride in the College surroundings.

The responsibilities of this position extend to the College campuses at Vermont South and Burwood.

The Cleaner will maintain the College by:

- Carrying out all work necessary to maintain facilities and grounds in a safe, clean, hygienic and attractive condition.
- Maintaining a safe environment by keeping the College free of Occupational Health and Safety (OH&S) hazards and following the College's policies
- Follow Hygiene practices to maintain the cleanliness of the College buildings and facilities
- Exercising skill and diligence in the operation of all equipment and chemicals
- Reporting any near misses, safety matters, hazards, defects, or any other issues to the Cleaning Supervisor or Property Manager
- Completing the cleaning requirements as defined in the scope of work for the different areas of the College (attached and updated from time to time)
- Ensuring that chemicals and cleaning agents are stored in a safe manner, so no leakage occurs.
- Maintaining neat and tidy cleaning storerooms and cupboards
- Closing and securing all offices, classrooms, meeting rooms and special-purpose room doors, so they are never left open or unattended
- Keeping office lighting to a minimum whilst performing duties
- Keeping all internal and external doors securely locked during and on completion of the work
- Ensuring all lights and electrical appliances (i.e heating and air conditioning units), other than computers, are turned off and windows and doors closed and locked at the end of the shift
- Conducting noisy activity at times that doesn't interrupt classes or meetings. In general, noisy activity can occur in classrooms after 3.45pm and offices after 5.00pm, on weekdays.

The Cleaner will support the College by

- Undertaking all other reasonable cleaning tasks as directed by the Cleaning Supervisor
- Working co-operatively with the Cleaning Supervisor and other members of the cleaning team.
- Maintaining a friendly and cooperative nature with all College staff
- Ensuring any confidential documents or information that Cleaners may come across during their duties remain confidential
- Attending professional learning and staff meetings as requested. Undertake chemical storage training, risk assessments and any other compliance items as determined by the College
- working from time to time in special areas of need at the direction of the Principal or Director of Business Operations.

Experience and Qualifications

This role requires an enthusiastic individual who possesses an appreciation of the importance that hygienic spaces hold in a school environment. The incumbent should also possess the following attributes:

- An ability to work actively, courteously and professionally in a team environment.
- An ability to complete heavy and strenuous work from time to time, in accordance with Occupational Health and Safety requirements (a pre-medical check may be required).
- An understanding of the Catholic ethos of Emmaus College and the unique requirements for staff working in a Catholic college.
- Previous experience in a cleaning role.
- Hold a current full Victorian Drivers Licence.
- Hold a Working with Children Check card.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This position is in accordance with the Catholic Schools Multi-Employer Agreement as a School Services Officer. The role works part-time Monday to Friday during term time. Four (4) weeks of Annual Leave and Leave Loading is applicable to the position. Salary will be in accordance with the CEMEA2022 with the successful candidate, dependent upon skills and experience.

Professional Review

This Position Description is intended as a framework for professional review.

This duty statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the College, and the development of skills and knowledge.