

Position Description



Position **Cleaning Assistant**

Purpose of position Assists in the effective and efficient daily operations and tasks in providing a high level of cleaning support within the Housekeeping Department.

Position type Corporate

Related positions:

Primarily reports to Housekeeping Supervisor

Dotted line reporting Housekeeping Manager

Key stakeholder(s) Staff and Students

Direct people manager for -

Position deliverables

Key focus area:

To carry out the following duties and responsibilities in accordance with the **Duty Lists** for the specific cleaning area allocated to you:

Responsibilities

- Vacuuming
- Dusting
- Cleaning toilets/scrubbing bathrooms
- Vacuuming/sweeping/mopping floors
- Stripping/sealing floors
- Cob webbing
- Removing graffiti
- Sweeping/hosing walkways
- Outside furniture
- Maintaining any cleaning equipment and report any maintenance requirements
- Reporting any damage to any of the facilities or buildings found within the 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.

Key focus area: General responsibilities

Responsibilities

- Ensuring a team approach at all times.
- Neat and tidy appearance and to wear uniform, as provided by the College.

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- Ensuring 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 reported to the Housekeeping Manager.
- Other duties as requested by the Housekeeping Manager and/or Housekeeping Supervisor.

Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required
 - Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
- Uphold Code of Conduct and Valuing Safe Communities standards
- Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
- Understand and uphold standards in policies and other reasonable directions as directed
- Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
- Actively and effectively participates in reasonable directions provided

Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 - Qualifications/Experience

- A High School Certificate or equivalency
- At least 2 years' experience in a cleaning role.
- Proven ability to organise and prioritise tasks within an allocated timeframe given.

SC2 - Knowledge of:

- General cleaning practices
- Chemical handling for cleaning and their purpose; and completed recent Chemical Training
- All Cleaning equipment and how to use them
- Public Health Sanitation guidelines for universal precautions and infection control

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SC3 - Communication

- Must have excellent communication and interpersonal skills necessary to relate to a wide range of people including staff, students and other members within the school community.

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.

All employees

SC-E1 - 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.

SC-E2 – Christian Ethos

- An understanding of, respect and demonstrable support for the College's Christian ethos.

General Requirements

Compliance Requirements	Right to Work in Australia Blue card
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Terms and conditions	Enterprise Agreement Classification: Schedule 10
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Working arrangement: Permanent part time/ term time/ casual
Work hours within;
Shift 1 - 4.00am – 8.00am; 20 hours per week
Shift 2 - 4.00am - 11.00am; 35 hours per week
Or as agreed in written terms and conditions.

Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.

Location:	Indooroopilly 66 Harts Road, Indooroopilly QLD 4068
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