

Position Description

Position Title	Boarding Housekeeper
Department	Housekeeping
Primarily reports to	Housekeeping Supervisor
Overview	The position of Boarding Housekeeper assists in the effective and efficient daily operations and tasks in providing a high level of cleaning support within the Housekeeping Department.
Key Accountabilities	<p>To carry out the duties and responsibilities in accordance with the Duty Lists for the specific area allocated to you:</p> <p><u>Responsibilities Include</u></p> <ul style="list-style-type: none"> • Vacuuming/sweeping/mopping floors • Dusting of student & office furniture • Cleaning, scrubbing and sanitising toilet facilities and bathrooms • Removing and control of cobwebs, graffiti, and surface marks • Disposal of rubbish and litter control • Cleaning, sweeping, hosing of outside walkways and outdoor furniture • Maintaining cleaning equipment and reporting of 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 • Ensuring security in relation to rooms, buildings, and personal property • Other duties as requested by the Housekeeping Manager and/or Housekeeping Supervisor.
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1 - Experience and qualifications</p> <ul style="list-style-type: none"> • Previous experience in a cleaning role. • Proven ability to organise and prioritise tasks within an allocated timeframe given. <p>SC2 - Knowledge, skills and capabilities</p> <ul style="list-style-type: none"> • General cleaning practices • Chemical handling for cleaning and their purpose; and completed recent Chemical Training • Basic knowledge of cleaning equipment and how to use them • Public Health Sanitation guidelines for universal precautions and infection control <p>SC3 – Communication</p> <ul style="list-style-type: none"> • Must have excellent communication and interpersonal skills necessary to

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	<p>relate to a wide range of people including staff, students, Stakeholders, and other members within the school community.</p> <ul style="list-style-type: none"> • Understanding the need for confidentiality within a boarding school setting. 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 • Awareness and understanding of the need for security in relation to building, personal property and equipment. • A team approach, punctual and reliable • Neat and tidy appearance - Uniform, as provided by the College <p>SC4 - Physical Awareness</p> <ul style="list-style-type: none"> • Possession of a reasonable level of physical fitness to perform the inherent duties of the role including manual handling tasks, e.g., lifting bags. <p>SC5</p> <ul style="list-style-type: none"> • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct • Respect and demonstrable support for the College’s Christian ethos.
<p>Terms and Conditions</p>	<p>Classification – Schedule 11, Level 2 Hourly Rate – \$30.43 Tenure – permanent, full time Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
<p>Location</p>	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILLY QLD 4068 All employees may be required to travel to different locations to fulfil the requirements of their position.</p>

<p>Professional Behaviours</p>	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff. Uphold Code of Conduct and Valuing Safe Communities standards. Actively and effectively participate in reasonable directions provided.</p>
<p>Child Protection</p>	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
<p>Health & Safety</p>	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>

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Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> , and take the responsibility to maintain currency with these.
Compliance Requirements	Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .

Further information about St Peters can be found at www.stpeters.qld.edu.au

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