

Role Description – Cleaner

Position title:	Casual Cleaner
Main purpose of the role:	To ensure that the college buildings are maintained, cleaned and secured to a high standard
Responsible to:	Cleaning Team Leader
Responsible for:	This position is to assist the Cleaning Team Leader to provide a clean and safe College environment.

Provided below are the principal responsibilities for this position. From time-to-time other duties may be deemed necessary and as determined by the Cleaning Team Leader.

General cleaning duties:

1. empty all rubbish bins and remove rubbish to a collection point, replace bin liners.
2. vacuum all carpeted areas daily. Ensure all corners and edges are clean.
3. thoroughly dust all horizontal surfaces, including bench tops, window ledges, counters and all furnishings.
4. sanitise all desks/tables.
5. clean with disinfectant all toilet bowls, pedestals, urinals, sinks and basins in all toilet facilities. Wash toilet floors and tiled walls every day. Hose all toilet floors once a week.
6. complete spring cleaning in all rooms at each holiday break.
7. spot clean partition glass and marks or stains on doors and door frames.
8. damp mop hard surfaced floors to remove stains or spillages.
9. wipe all vertical surfaces daily.
10. dust front of bookshelves in classrooms and library.
11. replace hand towels, soap and toilet paper when needed.
12. clean and polish mirrors.
13. remove any cobwebs.
14. clean behind fridges and stoves twice a year.
15. clean fans and light fittings.
16. perform washing and drying duties as required in the Hospitality precinct
17. perform such other similar duties that may be nominated by the Cleaning Manager or Operations Manager; and
18. uphold the Code of Conduct for cleaning staff (see below).

Work Health and Safety requirements:

1. promote a positive safety culture in the College.
2. comply with the College's WHS policy, safe work procedures, instructions and rules.
3. identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Supervisor.
4. adopt risk management strategies to minimise risk of injury to people and property in the workplace.
5. be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by his/her acts or omissions at work.
6. attend WHS education and training opportunities, as provided and apply learning.
7. report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions of methods.
8. ensure their own work areas are tidy and safe.
9. Specific WHS roles and responsibilities include:

- a. perform duties in a safe and responsible manner.
- b. comply with reasonable instructions from the principal to carry out a safe work procedure.
- c. wear supplied personal protection equipment.
- d. be familiar with the material safety data sheets for any chemicals used, and abide by the directions therein, particularly for use and storage.
- e. do not bring unapproved chemical on site; and assist / co-operate in the annual WHS auditing process.

Statement of responsibility:

The work of the cleaner will be consistent with the College's mission statement; CLEAR values; Code of Conduct for employees; and published policies, procedures and practices.

General Requirements and Responsibilities

All non-teaching staff at Parklands Christian College are required to:

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.

Scope of the position:

Christlikeness (Mission/Ethos)

A member of the Cleaning Team at Parklands Christian College has a personal relationship with Christ that forms the basis by which they serve, understanding of and commit to supporting and enhancing the mission and ethos of Christian Education within the school by:

- Actively supporting and enhancing the faith life and values of the school.
- Establishing positive relationships with team members and colleagues.
- Enhance College culture
- Implement reflective practices for improvement

Learning (Professional Learning)

A Member of the Cleaning Team at Parklands Christian College is a lifelong learner and commits to maintaining professional knowledge and skills and participating in the school renewal processes by:

- Evaluating processes and procedures and participating in professional development.

- Maintaining and demonstrating knowledge of relevant cleaning standards, practices and skills

Regularly engaging in collaborative processes through which they share knowledge with colleagues.

Excellence (Professional Practice)

A Member of the Cleaning Team at Parklands Christian College demonstrates effective practical and professional skills which supports the development and maintenance of the college facilities:

- Explain, interpret and promote our **College CLEAR Values**, and embedding these in systems and practices that ensure their longevity and relevance
- Contributing to a nurturing environment which is person-centred, supportive, cooperative and aligned with relevant staff & wellbeing policies, documents and practices.
- Proactively and collaboratively engaging in professional renewal practices to enhance administrative outcomes and improve the College's effective ability to care.
- Working collaboratively with the cleaning Team and other staff members to contribute improvement of the school.

Attitude (Professional Responsibilities)

A Member of the Cleaning Team at Parklands Christian College demonstrate a proactive approach to protecting and enhancing culture that produces confidence and reflects Christ-like attitudes and actions by:

- Communicating and demonstrating effectively the "way we do things" at Parklands
- Communicating effectively "how we want to be and act like Christ" (Christlikeness) at Parklands
- Actively promote a Christian Worldview

Respect (Professional Engagement)

A Member of the Cleaning Team at Parklands Christian College respects, fosters and develops appropriate professional relationships with staff and the wider school community by:

- Encouraging and supporting the involvement of the school in the life of the church.
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

Professional Responsibilities - Annual Checklist

The annual checklist below is a list of professional responsibilities for every Cleaning Team Member. This list is not exhaustive, but should prove useful as a guide for professional practice, and for reflection.

1. Reflective Practices for Improvement

- ☐ Regular check-ins with Team leader

Professional Conversations

- ☐ Half Yearly Conversations
- ☐ Annual Self Review

Professional Development

- ☐ 10 hours of CPD
- ☐ Staff Meetings
- ☐ Master Classes (optional)

2. Special Events & Community

- ☐ Fete (optional)
- ☐ Carols (optional)
- ☐ Awards Evenings (optional)
- ☐ Devotions
- ☐ Other