

College Cleaner Position Description



College Cleaner	
AWARD: Victorian Catholic Education Multi-Enterprise Agreement	CLASSIFICATION SSO Category C Level 1
TERMS OF EMPLOYMENT: Ongoing	ANNUAL LEAVE 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
REQUIREMENTS: Working with children check	SUPERVISOR Cleaning Manager Business Manager

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

POSITION OBJECTIVE:

To ensure the cleaning at FCJ College Benalla is maintained to a high standard of excellence at all times.

This role will have responsibility to perform regular cleaning and operational related tasks across the College in line with set cleaning schedules, OHS requirements and College priorities.

This roles requires demonstrated attention to detail, initiative, sound judgment and reliability in carrying out the requirements of the position.

Core Role	<ul style="list-style-type: none"> ● Perform cleaning and maintenance in consultation with the Cleaning Manager and Business Manager, to ensure regular cleaning schedules are completed to a high level at all times. ● Communicate effectively with all key stakeholders to achieve prompt, reliable and quality services for the College. ● Communicate with Cleaning Manager and Business Manager in relation cleaning improvements. ● Maintain knowledge of relevant legislation, information and ideas to support the safety and continued improvement of the College facilities and cleaning. ● To maintain confidentiality of information acquired in the course of undertaking duties for the school. <p style="margin-left: 20px;">To undertake other duties appropriate and as required.</p>
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Skills and Attributes

- Demonstrated skills and experience in cleaning, preferably within an educational / public sector environment.
- Demonstrated interpersonal and communication skills, including the ability to establish strong links within a team environment.
- Strong commitment to confidentiality.
- Ability to meet deadlines.
- Commitment to best practice.
- Strong commitment to the Catholic ethos of the College
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

Commitment to Child Safety	FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children. FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.
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Signed:

(Employee)

Date:
