



POSITION DESCRIPTION

Signed _____

_____/_____/____

VISION AND MISSION:

Wagga Wagga Christian College is a vibrant caring community that enjoys providing Christian education in partnership with Christian families and to the broader community for the purpose of preparing and encouraging students in their learning to live responsibly and demonstrate Christian service, faith and leadership to their family, school, and the world for the glory of God.

POSITION TITLE:

Cleaner (Casual)

EMPLOYMENT CLASSIFICATION:

School Operational Services

REPORTS TO:

Facility Manager
Business Manager
(Note: All positions are ultimately accountable to the Principal)

POSITIONS REPORTING TO THIS ROLE:

NIL

AGREEMENT/AWARD:

General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL:

Level 2 Step 1 – School Operational Services

PRIMARY PURPOSE OF POSITION:

The role of Cleaner is to clean and maintain designated College buildings.

KNOWLEDGE/SKILLS/EXPERIENCE:

Essential

- Effective time management, organisational skills and ability to prioritise tasks
- Undertake designated routine internal and external cleaning
- WHS knowledge of safety requirements and procedures, observing safe work practices
- Capacity to undertake manual labour and willingness to work in an indoor & outdoor environment
- Ability to work independently and as part of a team
- Sound judgement to refer non-routine issues to supervisor and report adverse outcomes
- Working with Children Check approval

Desirable

- Prior experience in school or commercial environment
- Demonstrated experience in the operation of commercial equipment

PERSONAL ATTRIBUTES:

- Commitment to the College's Statement of Philosophy and Christian perspective
- Integrity, loyalty, honesty, empathy
- Initiative and self-motivation skills
- Ability to communicate effectively and understand and follow written and verbal instructions

KEY RESULT AREAS:

- Maintain designated cleaning areas
- Workplace Health and Safety
- Teamwork and communication

KEY RESULT AREA	KEY DUTIES
Maintain Buildings and Equipment	<ul style="list-style-type: none"> • Undertake designated routine internal and external cleaning • Major cleaning as directed • Maintain designated cleaning plant and equipment in a safe and efficient condition • Maintain designated materials in a sufficient, safe and efficient condition • On occasions, may be required to lift items unspecified in weight within individual limits in accordance with WHS guidelines
Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure safe work practices by applying Workplace Health and Safety legislation • Maintain a safe and effective storage system for all chemicals, tools and equipment, in accordance with current regulations • Ability to operate commercial equipment as per the manufacturer's guideline and the College WHS policy • Ability to recognise potential hazards that could be a risk to staff, students and general College Community • Logging all other maintenance issues and adhering to WHS policies and procedures
Teamwork and Communication	<ul style="list-style-type: none"> • Communication at all levels • Work as a team member • Assist others as required and appropriate

This Position Description details the Key Result Areas. Other Duties may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed _____

Dated ____/____/____