



POSITION DESCRIPTION

COLLEGE PURPOSE

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

VISION

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

POSITION TITLE

Boarding House Cleaner

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Boarding
Direct reports:	Nil
Internal relationships:	Works closely with other cleaning staff
External relationships:	Nil

CLASSIFICATION

- SCOTS PGC Enterprise Agreement
- Boarding (Cleaning) Level 2
- Part-time, term-time – 20 hours per week

INCUMBENT

Vacant



POSITION OBJECTIVE

Working primarily as part of the College's Cleaning Team, this role involves the cleaning of the Girls' Boarding houses of the SCOTS PGC College Locke St Campus.

Working under routine supervision the incumbent will be required to participate either within a team or individually in the cleaning duties associated with College's boarding facilities, toilets and furniture in accordance with the College's Cleaning & Laundry Supervisor.

Cleaners at this level will be expected to be responsible for the quality of their work and exercise discretion commensurate with their training and knowledge and in line with College and management requirements.

SKILLS AND ABILITIES

- Ability to carry out physically demanding duties such as vacuuming, mopping, etc.
- Ability to work as part of a small, dedicated team.
- Ability to carry out a variety of cleaning tasks.
- Able to prioritise work and complete tasks within set deadlines.
- Ability to work with safety as a priority.

KNOWLEDGE

- Knowledge of relevant cleaning practices.
- Knowledge of Workplace Health & Safety requirements including use of chemicals and manual handling procedures.

QUALIFICATIONS AND EXPERIENCE

- Positive Notice (Blue Card) from the Commission for Children and Young People and Child Guardian is mandatory.
- Previous cleaning experience is desirable.

OTHER ATTRIBUTES AND CONDITIONS

- Current manual driving licence is desirable.



KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

- General cleaning tasks such as vacuuming, dusting, mopping and window cleaning in dormitory areas, common areas and staff work areas.
- Cleaning of bathrooms and toilet blocks.
- Work is to be carried out in a safe manner with particular attention to be paid to hazardous substance management, proper manual handling techniques and electrical safety.

GENERAL PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards and legislative requirements or standards which may be appropriate and including College policies and procedures.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.