Galen Catholic College Wangaratta

Cleaner (Part Time)

Statement of Duties

AWARD
Victorian Catholic Education Multi Enterprise Agreement 2013

CLASSIFICATION
School Service Officer
Category D - Level 1 Subdivision 1 to Level 1
Subdivision 4
Works School Terms Only

TERMS OF EMPLOYMENT
Part Time
3.30pm – 7.30pm
(4hrs per night – 20hrs per week)

ANNUAL LEAVE
4 weeks Annual leave & loading
(Stand Down provisions e.g Term Breaks, and Student Free Days)

REQUIREMENTS
Working with Children Check (essential)
Driver’s License

SUPERVISOR
Business Manager

POSITION OBJECTIVE: The Cleaner will perform quality cleaning in specific areas of Galen Catholic College.

DUTIES
The specific responsibilities of the Cleaner include the following:

- Toilets – Clean Bowls/Toilet Seats/Cisterns Frequency: Daily
- Toilets – Clean and wipe down Hand Basins and Mirrors Daily
- Toilets – Replenish Paper product supplies Daily
- Vacuum all Carpeted Areas Daily
- Sweep/Vacuum/Mop hard surface areas Daily
- Empty Rubbish Bins all areas Daily
- Close and Secure windows/doors Daily
- Switch off Heaters/Airconditioners Daily
- Switch off all lights Daily
- Set alarms Daily
- Remove cobwebs Daily
- Spot Clean Windows/Door Glass Daily
- Spot Clean marks/dirt on all walls/carpets/floors Daily
- Wipe/Wash Whiteboards Weekly
- Clean/Wipe down Benches/Desks/Tables Weekly
- Dust -Window Ledges/Benches/Tables/Desks/Other Weekly
- Sweep down external stairs Weekly
- Other duties as directed by the Business Manager
Location: 1st Floor Main Building
- Classrooms (6)
- Drama Room/Chapel (1)
- Staff Studies (2) and Meeting Rooms (1)
- Corridor/Passageway
- Mens and Ladies Toilets, Hand Basins and Mirrors
- External Stairway

Location: Ground Floor Main Building
- Board/Meeting Rooms
- Staff Kitchen and Lounge Area
- Corridor/Passageway
- Men’s and Ladies Toilets, including Shower, Hand Basins and Mirrors
- Staff Studies (2) and Staff Offices (6)
- Main Office Area and Workroom/Reception Entrance Foyer
- Sick Bay and Toilet/Hand Basins
- Disabled Toilet/Hand Basin

Attributes, Qualifications and Experience
- Strong commitment to confidentiality.
- Previous experience in a similar role is essential
- Current Working With Children Check is essential
- Ability to work independently and use initiative

Other Information
- The position is located at Galen Catholic College, College Street, Wangaratta, Victoria, 3677.
- Galen Catholic College is a smoke free environment.
- Galen Catholic College staff are required to comply with policies and directives issued by the College including those relating to Occupational Health and Safety.
- Confidentiality is crucial at all times. All documents, whether discarded or not, are to be treated as confidential in nature.