



Position Description: Facilities Cleaning Team Member

School Services Officer - Category A (VCEMEA 2018)

Overview

The Facilities Cleaning employee is responsible for ensuring the College is kept and maintained to a high standard, working in conjunction with the College Facilities Maintenance Officer.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

Cleaning	<ul style="list-style-type: none"> ● Maintain school facilities for the purpose of providing an effective, hygienic and safe working and learning environment ● Perform routine cleaning duties as per the Cleaning & Maintenance schedule - on a weekly / monthly / termly and yearly basis. This includes general wiping, dusting, air conditioner filter cleaning, removal of graffiti and upkeep and cleaning of all school surfaces ● Empty fixed and movable rubbish bins on a daily basis ● Clear away rubbish from grounds and garden beds ● Ensure gates / padlocks / doors and security are opened / activated at start of, and the end of the school day ● Assist with the setup and pack up for internal and external school events, including those outside the normal school hours ● Assist maintenance team when required ● Report any damage, vandalism or OHS incidents ● Other duties as directed by the Facilities Officer and Business Manager
Child Safety and Pastoral Wellbeing	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Proactively support student wellbeing ● Exercise pastoral care in a manner which reflects school values
Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in your area of work ● Participate in Government mandated training
General Duties and OHS	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others ● Comply with all OH&S regulations related to safe use of chemicals and hazardous materials ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal
Certificates and Requirements	<ul style="list-style-type: none"> ● Willing to undergo and obtain current Working With Childrens Check and National Criminal History Check ● First Aid Certificate HLTAID004 - desirable



Skills & Attributes	<ul style="list-style-type: none">• Ability to work as part of a team• Good oral and written communication skills• Computer skills desirable• Ability to communicate with children, parents and College community• Ability to demonstrate an understanding of appropriate behaviours when engaging with students• Proactive with a solid work ethic• Ability and willingness to accept policy directives• Continued development of ICT skills as technologies evolve
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Key Internal Connections:

Accountable to: Facilities Officer
Business Manager

Team: Facilities Team