



Position Description

College Cleaner

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| Position Title | College Cleaner |
| Reports To | Facilities Manager |
| College Objective | <p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, other staff and the College Board in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> |
| Position Overview | <p>The College Cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Facilities Manager.</p> <p>You will have exceptional organisational skills and attention to detail across all cleaning service areas. You will be joining a great team that value, respect and support each other. We strive to bring our best selves to work each day and take satisfaction that we are genuinely appreciated by our colleagues.</p> |
| Duties and Responsibilities | <p>Main duties:</p> <ul style="list-style-type: none">• To carry out cleaning tasks set out in the College's cleaning schedule• To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided• To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Facilities Manager (or other nominated person)• To observe and adhere to health, safety, and security requirements.• To complete any appropriate records or documentation required by the Facilities Manager• To maintain good working relationships with other staff and to cooperate with reasonable changes to daily work routines to assist the smooth operation of the College.• To ensure that the work undertaken complies with stated requirements and undertake appropriate training, as required.• Promoting and safeguarding the welfare of children and young people in accordance with the Child Protection Policy• Liaise with Facilities Manager and other members of staff as required to ensure that cleaning operates smoothly around college events.• Report cleaning supplies requirements and stock levels to the Facilities Manager• Other duties as required |

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| Selection Criteria | <p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Discretion, confidentiality, honesty and integrity • Ability to establish effective working relationships as a team member with excellent interpersonal skills. • Ability to display initiative and work with minimal supervision. <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Previous experience in undertaking a range of cleaning duties. • A Police Check (not more than 6 months old) • A current Working with Children Check <p>SKILLS</p> <ul style="list-style-type: none"> • Demonstrated ability to initiate, organize and prioritize cleaning tasks to meet deadlines. • Ability to communicate with a range of staff, parents, and students in the school environment. • Demonstrated proficiency in the use of cleaning equipment, OHS safety requirements and other technical equipment relevant to the position. • Strong attention to detail • Demonstrate the ability to work alone and complete the cleaning schedule. • Thorough knowledge of cleaning agents and their applications • Ability and willingness to perform repetitive and physically demanding tasks |
| Classification | <p>Salary Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023</p> <p>Term Part -Time</p> <p>Location (Base) Geelong Lutheran College Armstrong Creek campus and may be required to work at St John's Newtown campus.</p> |

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer