



## Job Description

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|------------------|--------------------------------------------------------------|
| Title:           | Cleaner                                                      |
| Reports to:      | Facilities Manager                                           |
| EBA/Award:       | South Coast Baptist College Operational Staff Agreement 2024 |
| Employment Type: | Casual                                                       |

### Position Summary

A South Coast Baptist College Cleaner is responsible for maintaining a high standard of cleanliness, hygiene and presentation across the College. The role involves the daily cleaning and upkeep of classrooms, offices, staff areas, amenities and other allocated areas, ensuring the College environment is clean, safe and welcoming for students, staff and visitors.

The ideal person will be reliable, organised and self-motivated, with strong attention to detail and the ability to work independently while following established cleaning schedules and procedures.

### Job Description

As per the College cleaning scope, which may be reviewed and amended from time to time, responsibilities include:

- Complete daily cleaning of classrooms, offices, staffrooms, toilets and other allocated areas in accordance with the College cleaning scope.
- Replenish toilet paper, hand soap, paper towels and other consumables as required.
- Load and unload dishwashers where required.
- Empty internal rubbish bins and dispose of waste appropriately.
- Clean and disinfect high-touch areas including door handles, doors and other frequently used surfaces.
- Wipe interior windowsills and other surfaces as required.
- Complete additional or high-level cleaning duties as directed.
- Ensure rooms are secure at the completion of cleaning, including checking that doors are locked and lights, air conditioning and heating are switched off where applicable.
- Report damage, maintenance issues, hazards or other concerns promptly to the Supervisor.
- Follow all College sign-in and sign-out procedures.
- Ensure College cleaning equipment is used appropriately, maintained and treated with care.
- Actively support and promote a safe working environment and promptly report any hazards, incidents or injuries to the Supervisor.
- Undertake other reasonable duties as required.

#### Cleaning Schedule (Term Time):

##### Daily

- Spot vacuum carpets and mats.
- Sweep and mop vinyl floors, ensuring mats and debris are removed beforehand.
- Clean tea and coffee areas, including sinks and surrounding surfaces.
- Dust whiteboard sills and other appropriate surfaces.
- Empty wastepaper bins and replace liners as required. Tie rubbish bags securely and place them in the designated external wheelie bin, ensuring the lid is closed.
- Dust horizontal surfaces, including desks and furniture.



- Clean entry glass on doors.
- Damp wipe and sanitise desktops in classrooms and designated areas, including the Centre Art area.
- Clean and mop toilets, including staff toilets.
- Replenish toilet paper, hand towels, hand soap and other consumables.
- Lift sanitary bins and clean the surrounding and underneath areas.
- Clean and disinfect basins, taps and mirrors.
- Wipe down windowsills.
- Clean and disinfect door handles and other high-touch surfaces.

#### **Weekly**

- Remove cobwebs from internal areas, entrances and other areas as required.
- Spot clean internal and external walls as required.
- Clean and disinfect taps, sinks and surrounding areas.
- Clean and disinfect toilet walls, doors and cubicles.

#### **Once Each Term**

- Clean light fittings using appropriate cleaning products and methods.
- Clean ceiling fans and air-conditioning outlets using appropriate cleaning products and methods.
- Damp wipe doors and door frames.
- Wash and disinfect rubbish bins and wastepaper bins.

#### **Selection Criteria**

##### **Essential:**

- Personal presentation is always professional.
- To always conduct oneself in a friendly manner.
- The ability to assist with and problem solve enquiries.
- Warm friendly and professional disposition.
- Ability to remain composed when under pressure.
- To have good verbal communication skills. English preferred.
- Time management skills to ensure the workload is managed and deadlines are met according to agreed priorities.
- Attention to detail and application of techniques.
- Flexibility and a positive attitude.
- Able to maintain confidentiality of information and protection of information according to privacy requirements.

##### **Desirable:**

- Previous experience working in education facility or similar.
- Previous cleaning.
- Wash and disinfect taps and sinks.
- Wipe clean walls, doors and cubicles in toilets.



### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.

### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

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|-------------------|--|
| Position Held By: |  |
| Signed:           |  |
| Date:             |  |