

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award State Research Stations, Agricultural Schools and College Workers Award Australian Workers' Union (Western Australian Public Sector) General Agreement 2017 or as replaced	
Group:	Schools	Effective Date of Document 21 September 2017
Region:	Education Regions	
School:	WA College of Agriculture	

THIS POSITION

Title: Domestic

Classification: Kitchen Staff Employee Level 1

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

TITLE: Manager Corporate Services or Residential Hostel Manager
LEVEL: 5
POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

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Domestic	Kitchen Staff Employee Level 1	Generic	21 September 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Western Australian College of Agriculture is a system of residential schools that provide a dedicated program of study in agricultural education for male and female students in Years 10, 11 and 12. The campuses operate commercial sized farms and extensive education and training resources.

The Colleges enable students to continue their schooling in a residential agricultural setting. Students receive instruction for approximately 34 hours per week over 39 weeks per year. Each campus employs administration and teaching staff, managers of corporate services and office staff, technical officers agricultural instruction, residential supervisory and domestic staff.

The Colleges provide boarding facilities to support the educational program. Accommodation for students is configured to house male and female students where a homely atmosphere and pastoral care is promoted. About 98% of students are residential students.

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ROLE

The Domestic undertakes general cleaning, catering or laundry duties across the College and boarding facilities, ensuring that a high standard of health, safety and hygiene is maintained. Duties concentrate on one of the following areas; however, the Domestic may be required to assist across all areas as needs arise.

Cleaning Duties:

- undertakes cleaning of internal areas, including:
 - sweeping, mopping and vacuuming floors
 - washing all bathroom and toilet fittings
 - cleaning all internal windows and spot cleaning of walls
 - emptying rubbish containers to appropriate areas
 - damp dusting furniture and fittings
- undertakes cleaning of external areas, including sweeping paths and patios, as required
- removes internal and external cobwebs
- makes beds, as required
- promptly reports equipment and facilities faults
- undertakes other related cleaning duties, as requested.

Laundry Duties:

- washes clothing and linen
- sorts, irons, stores clothes and linen
- ensures all washing machines and driers are cleaned and free of lint
- promptly reports equipment and facilities faults
- undertakes other related laundry duties, as requested.

Catering Duties:

- assists Chef and Cook with food preparation for the College and external groups
- assists cleaning kitchen, utensils and equipment and clearing waste to appropriate areas
- assists with serving meals and washing dishes
- assists in maintaining organised and clean pantries, freezers, cool rooms and store rooms
- promptly reports equipment and facilities faults
- undertakes other related catering duties, as requested.

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OUTCOMES

- College and residential hostel facilities are cleaned and maintained in accordance with Department and occupational safety and health standards and procedures.
- or
- Clothes and linen are laundered to an appropriate standard and laundry facilities and equipment are maintained in a clean and safe condition.
- or
- A high standard of meals is provided for students, staff and external groups/visitors as required, ensuring special dietary requirements are catered for.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good communication and interpersonal skills with the ability to work cooperatively in a team environment to a busy schedule.
2. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
3. Demonstrated ability to use all cleaning equipment supplied to colleges, including polishers, vacuum cleaners and pressure cleaners.
4. Demonstrated ability to carry out laundry or cleaning or catering duties, including the safe operation of cleaning or laundry or kitchen equipment and appliances.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 21 September 2017
TRIM REF D17/0403161