

**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 2015	
Group:	Schools	Effective Date of Document 7 September 2017
Region:	Education Regions	
School:	WA College of Agriculture	

THIS POSITION

Title: Cleaner in Charge

Classification: Kitchen Staff Employee Level 3

Position No: Generic

Positions under direct responsibility:

Title:	Classification:	Position No:	Number of FTE's Controlled:
Domestic staff (cleaning duties)	Kitchen Staff Employee Level 1	Various	Various

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Admin 4/5
POSITION NUMBER: Various

TITLE: Manager Corporate Services or delegate
LEVEL: 5
POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Cleaner in Charge	Kitchen Staff Employee Level 3	Generic	7 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. Campuses operate commercial sized farms and extensive education and training resources.

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, business managers and office staff, technical officers agricultural instruction, residential supervisory and domestic staff.

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.

TITLE Cleaner in Charge	CLASSIFICATION Kitchen Staff Employee Level 3	POSITION NUMBER Generic	EFFECTIVE DATE 7 September 2017
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ROLE

The Cleaner in Charge:

- organises and supervises College domestic staff (cleaning duties)
- undertakes cleaning of allocated internal and external areas, including emptying rubbish containers into the waste disposal system provided at the College and residential hostel
- opens and locks the college, including the setting of the security alarm system
- maintains domestic staff (cleaning duties) time-book, reports absences and arranges relief staff
- liaises with Manager Corporate Services or delegate on all College and residential hostel cleaning matters
- provides on the job cleaning induction training for new domestic staff (cleaning duties)
- conducts monthly Quality Monitoring Inspections with the Manager Corporate Services or delegate
- records and responds to issues and concerns detailed in the Communications Book
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. College and residential hostel facilities are cleaned and maintained in accordance with Departmental procedures.
2. Relevant organisation and supervision of tasks is provided to the domestic staff (cleaning duties).
3. Cleaning supplies are maintained to adequate levels and equipment is maintained in safe operating condition.
4. Induction training is provided to all new employees.
5. Advice and support to the Manager Corporate Services or delegate is current, relevant and consistent with Departmental policies on cleaning.

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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 interpersonal and communication skills, including the ability to liaise effectively with individuals at all levels.
2. Demonstrated cleaning experience in a commercial, school or similar environment.
3. Demonstrated knowledge of cleaning methods and procedures and experience in the safe use and storage of cleaning equipment, materials and chemicals.
4. Demonstrated ability to induct, coordinate and supervise the work of cleaning staff.

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 7 September 2017
TRIM REF # D17/0380629