

# **Cleaner in Charge**

Schools

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2019 or as replaced
Classification	Level 3 (Schools with a cleanable internal area up to 7000m <sup>2</sup> )
Reports to	Manager Corporate Services
Direct reports	Cleaner (Level 1)

## Context

Information about the particular school or college in which the vacancy is being advertised is available on <u>Schools Online</u>.

For further information about the Department, please visit: education.wa.edu.au.

## **Key responsibilities**

- Organise and supervise the cleaning staff.
- Open and lock the school, including setting the security alarm system.
- Maintains the cleaners' time-book, report absences and arrange relief staff.
- Liaise with Manager Corporate Services on all cleaning matters, ensuring advice and support is current, relevant and consistent with the Department's policies, training and procedures on school cleaning.
- Provide on the job induction training for new cleaning staff.
- Conduct monthly cleaning inspections with the Manager Corporate Services.
- Ensure all leave and allowance forms are completed correctly before forwarding to the Manager Corporate Services.
- Record and respond to issues and concerns detailed in the Communication Book.
- Undertake cleaning of allocated internal and external areas, including emptying external rubbish containers into the waste disposal system provided at the school.
- Order and maintain stock and equipment, and monitors the budget.
- Manage hazardous substances in accordance with occupational safety and health legislation, including maintaining records.
- Monitor and manage staff leave entitlements in consultation with the Manager Corporate Services.
- Manages staff performance in consultation with the Manager Corporate Services.
- Ensure school facilities are cleaned and maintained in accordance with Department procedure.



## **Selection criteria**

- 1. Demonstrated good interpersonal and communication skills.
- 2. Demonstrated ability to induct, coordinate and supervise the work of cleaning staff.
- 3. Demonstrated experience in school or commercial cleaning.
- 4. Demonstrated experience in the safe storage of cleaning equipment, materials and chemicals.
- 5. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.

#### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete the Department's online training in manual tasks and hazardous substances within three months of commencement
- complete Fundamentals of Cleaning training as soon as practicable
- complete any other training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

#### ENDORSED

Date 15 January 2020 Reference D19/0393078



