



## Cleaner in Charge Schools

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

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department, please visit: [education.wa.edu.au](http://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