



## Assistant 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 2 (Schools with a cleanable internal area over 7,000m <sup>2</sup> )
<b>Reports to</b>	Cleaner in Charge (Level 7)
<b>Direct reports</b>	Nil

### 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

- Carry out internal cleaning duties, including the maintenance of carpets and hard floor surfaces, toilet cleaning, furniture and fittings, window cleaning, dusting, rubbish removal, and other items of general cleaning.
- Perform external cleaning duties, including the cleaning of verandahs and covered areas, rubbish removal, cleaning of drinking troughs, window cleaning, removal of cobwebs, and other general cleaning.
- Complete vacation cleaning duties, including the stripping and sealing of vinyl floors, window cleaning, shampooing of carpets, pressure cleaning of verandahs and undercover areas, maintenance of gymnasium floors, and other such duties as required in the Fundamentals of Cleaning Guidelines.
- Coordinate cleaning staff tasks.
- Provide on the job induction training for new cleaning staff.
- Open and lock the school, including setting the security alarm system.
- Conduct monthly Cleaning Inspections with Manager Corporate Services and/or Cleaner in Charge.
- Record and respond to issues and concerns detailed in the Communication Book.
- Support the management of hazardous substances in accordance with occupational safety and health legislation, including maintaining records
- Report all faults, maintenance (including graffiti), incidents and issues to the Cleaner in Charge.

- Ensure school facilities are cleaned and maintained in accordance with Department and occupational safety and health standards, training and procedures.

### **Selection criteria**

1. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
2. Demonstrated knowledge of and ability to use cleaning equipment, including polishers, vacuum cleaners and pressure cleaners.
3. Demonstrated good interpersonal and communication skills.
4. Demonstrated experience in the safe use and storage of cleaning equipment, materials and chemicals.
5. Demonstrated initiative and good organisational skills.

### **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    D19/0393075