



## Cleaner in Charge

Western Australian College of Agriculture

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Australian Workers' Union (Western Australian Public Sector) General Agreement 2019</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Various
<b>Direct reports</b>	Domestic Staff (Level 1)

### Context

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

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Organise and supervise college domestic staff (cleaning duties).
- Undertake cleaning of allocated internal and external areas, including emptying rubbish containers into the waste disposal system provided at the College and residential hostel.
- Maintain appropriate levels of cleaning supplies and ensure equipment is maintained to a safe operating condition.
- Open and lock the college, including the setting of the security alarm system.
- Maintain domestic staff (cleaning duties) time-book, report absences and arrange relief staff.
- Liaise with Manager Corporate Services or delegate on all college and residential hostel cleaning matters.
- Provide on the job cleaning induction training for new domestic staff (cleaning duties).
- Conduct monthly Quality Monitoring Inspections with the Manager Corporate Services or delegate.
- Record and respond to issues and concerns detailed in the Communications Book.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and department policy

## Selection criteria

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 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 any 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 21 June 2022  
Reference D22/0456442