



## Cleaner

### Student Residential Colleges

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Government Services (Miscellaneous) General Agreement 2019</a> or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	College Manager
<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.
- Report all faults, maintenance (including graffiti), incidents and issues to the College Manager.
- Clean and maintain student residential colleges in accordance with Department and occupational safety and health standards, training and procedures.

#### Selection criteria

1. Demonstrated ability to read and apply Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
2. Demonstrated knowledge of, and ability to, use all cleaning equipment including polishers, vacuum cleaners and pressure cleaners.

3. Demonstrated ability to communicate effectively, follow instructions and work as a member of a team.

### **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    D19/0392985