



Domestic

WA College of Agriculture

Position number	Generic
Agreement	Australian Workers' Union (Western Australian Public Sector) General Agreement 2019 , or as replaced.
Classification	Kitchen Staff Employee, Level 1
Reports to	Manager Corporate Services/ Residential Hostel Manager (Level 5)
Direct reports	Nil

Context

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

Visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

The Domestic undertakes general cleaning, catering or laundry duties across the College and boarding facilities, ensuring that a high standard of health, safety and hygiene is maintained. Duties concentrate on one of the following areas; however, the Domestic may be required to assist across all areas as needs arise.

Cleaning Duties:

- Undertake cleaning of internal areas, including:
 - sweeping, mopping and vacuuming floors
 - washing all bathroom and toilet fittings
 - cleaning all internal windows and spot cleaning of walls
 - emptying rubbish containers to appropriate areas
 - damp dusting furniture and fittings
- Undertake cleaning of external areas, including sweeping paths and patios, as required.
- Remove internal and external cobwebs.
- Make beds, as required.
- Promptly report equipment and facilities faults.
- Undertake other related cleaning duties, as requested.

Laundry Duties:

- Wash clothing and linen.
- Sort, iron, store clothes and linen.
- Ensure all washing machines and driers are cleaned and free of lint.
- Promptly report equipment and facilities faults.
- Undertake other related laundry duties, as requested.

Catering Duties

- Assist the Chef and Cook with food preparation for the College and external groups.
- Assist with cleaning kitchen, utensils and equipment and clearing waste to appropriate area.
- Assist with serving meals and washing dishes.
- Assist in maintaining organised and clean pantries, freezers, cool rooms and store rooms.
- Promptly report equipment and facilities faults.
- Undertake other related catering duties, as requested.

Selection criteria

1. Demonstrated good communication and interpersonal skills with the ability to work cooperatively in a team environment to a busy schedule.
2. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
3. Demonstrated ability to use all cleaning equipment supplied to colleges, including polishers, vacuum cleaners and pressure cleaners.
4. Demonstrated ability to carry out laundry or cleaning or catering duties, including the safe operation of cleaning or laundry or kitchen equipment and appliances.

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 17 March 2021
Reference D21/0122922