



Cleaner – Working Alone

Schools

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2023 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services
Direct reports	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 of Education, please visit: 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.
- Open and lock the school, including setting the security alarm system.
- Liaise with the 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.
- Conduct monthly Cleaning Inspections with the Manager Corporate Services.
- Record and respond to issues and concerns detailed in the Communications Book.
- Manage hazardous substances in accordance with occupational safety and health legislation, including maintaining records.
- Report all faults, maintenance (including graffiti), incidents and issues to the Manager Corporate Services.
- 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 read and apply 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 3 months of commencement
- complete the Department's online training in manual tasks and hazardous substances within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 10 March 2023
Reference D23/0111223