

POSITION DESCRIPTION

Business unit:	Mancel College
Position title:	Cleaner/Grounds person
Position classification / level:	OO2
Employment type:	Part Time
Hours & duration:	20 hours a week
Reporting to:	Facilities Manager
Date position reviewed:	December 2022

Primary Purpose – Vision, Mission and Strategy

The vision for Language Disorder Australia is to ensure extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, so they can connect, belong and achieve.

The role of the School Cleaner/Groundsperson is responsible for assisting the Facilities Manager in providing a clean, well maintained and safe environment within the College.

Working Relationships

- The Cleaner/Groundsperson reports to the Facilities Manager.
- The Cleaner/Groundsperson will develop and maintain effective working relationships with all managers, employees and worker types at Language Disorder Australia as well as with external Stakeholders, including but not limited to:

Internal

- Leaders and Managers
- Employees

External

- Suppliers

- Contractors
- Volunteers

Language Disorder Australia Vision, Mission, and Values

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Main duties and responsibilities

While the College has cleaners after hours, the role of the Cleaner/Groundsperson during the day, is to ensure that Mancel College grounds and facilities are maintained to a standard which is safe, clean and hygienic for students and staff.

As a Cleaner/Groundsperson at Mancel College, you will meet the daily facilities requirements including:

- Maintenance of indoor floor surfaces by performing activities such as vacuuming, mopping and sweeping.
- Maintenance of external areas which involves cleaning and tidying with the use of a broom, manual push sweeper, high pressure hose or leaf blower to clean and clear outside paths of debris.
- Maintenance of amenities by performing activities such as mopping floor surfaces and wiping the surfaces of sinks, basins, toilets, pedestals, urinals, mirrors and showers.
- Waste removal which involves emptying small classroom waste bins and replacing the liners, accessing rubbish bins placed around the school and transporting their contents to a larger bin/skip to be emptied by an external contractor.

- Ensure that windows are clean by using window scrapers, buckets, sponges and squeegees to clean all accessible indoor and outdoor windows.
- Assist with providing a safe environment within the College grounds by performing general security tasks before, during and after performance of cleaning duties. This may involve opening and closing various gates, roller doors, buildings, classrooms, and other areas.
- Assist with moving furniture/heavy items around the College.
- Assist with maintaining College gardens. This includes mulching, trimming, watering, and weeding as requested by the Facilities Manager.
- Comply with relevant WHS legislation, policies and procedures.
- Support the Facilities team.
- Participate in other activities as directed by the Facilities Manager.

Qualifications, knowledge, skills and experience

Qualifications

Essential:

- Minimum 1 year proven experience in a similar role.

Desirable:

- Certificate III cleaning operations.

Knowledge, skills and experience

Essential:

- Demonstrated ability to undertake cleaning responsibilities preferably in an educational environment.
- Demonstrated ability to undertake grounds maintenance.
- Knowledge of cleaning procedures, chemicals and equipment safe handling and storage.
- Sound knowledge of health and safety and environmental regulations.
- Sound oral/written communication skills and professional conduct and presentation.
- Proven ability to independently achieve work objectives to meet organisational requirements.

Desirable

- Knowledge of and experience in the use of safety data sheets.

Mandatory Requirements

- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence.
- Driver's License.
- Fully up to date Covid vaccinations and boosters.

Signature

I have read and understood the attached position description. I have signed below to indicate my understanding.

Signed: _____ Date: ____/____/____

Print name: _____