

JOB DESCRIPTION FORM – CLEANER, LEVEL 1

Job Title: Cleaner Team Member, Operational Services (OPS)
Level: 1
Reports to: Business Manager, Jim Tsokos
Supervisor: Operational Services Coordinator, Peta Nicholls

Job Purpose: Provide client-focused support to the College's Operational Services (OPS) Coordinator, in the hygiene maintenance and overall presentation of the College's facilities. Provide a cleaning service that contributes to the College's positive atmosphere, enhances the learning environment, and actively promotes a good first impression to the community. The successful candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

KEY RESPONSIBILITIES

Under the direction and guidance for the OPS Coordinator or Team Leader:

- Cleaning, dusting, and polishing in classrooms or other public areas of the College.
- Perform range of industrial cleaning tasks.
- General laundry tasks
- Moving furniture and equipment.
- Assist with College Events (set up, food preparation, serving, clean up)
- Assist with minor maintenance issues.
- Report any identified major maintenance or repairs that arise.
- Report any identified Occupational Health and Safety issues.
- Safe operation and basic maintenance of cleaning equipment.
- Promote environmental sustainability through recycling.
- Other duties as required from time to time, as requested by the Principal, or delegate.

SELECTION CRITERIA

- Demonstrated interpersonal skills that build and maintain effective working relationships.
- Demonstrated ability to work collaboratively in a team and an ability to take directions and work independently when required.
- Demonstrated organisational skills to assist in achieving outcomes as directed.
- Demonstrated knowledge of the safe use of chemicals and safe storage requirements.
- Demonstrated ability in use and maintenance of cleaning equipment.
- Problem-solving skills that demonstrate the ability to readily refer to a line manager.

DESIRABLE CRITERIA

- Current First Aid Certificate.

ELIGIBILITY

Prior to commencement, employees will be required to:

- Hold or obtain a current Working with Children Check
- Hold or obtain a satisfactory National Police Clearance
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract, or Casual Engagement Agreement,
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant
- Provide copy of qualifications and certificates.

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HOW TO APPLY

Applicants should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church.

1. Provide a cover letter, discussing your experience and ability in relation to the cleaning position. Include, a brief statement of your Christian Faith, and contact details of a Pastor/Elder who may be contacted for a verbal reference.

Providing a CV is optional.

2. Email your application to: humanresources@hillside.wa.edu.au

Interviews and referee checks will be integral to the selection of any candidate.

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant, as ratified by the College Board, is secured.