

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Cleaner
<b>SECTION:</b>	Services Staff
<b>REPORTS TO:</b>	Household Manager
<b>CLASSIFICATION:</b>	Services Staff – Level 1
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
<b>LOCATION:</b>	Columba Catholic College, Charters Towers

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



## ABOUT THE ROLE

Columba Catholic College, Charters Towers is a vibrant, affordable P-12 Catholic College catering for the full needs of families and students. Being co-educational, students can find their own special niche for learning and personal growth. The P-12 setting gives students access to a wide range of subjects and opportunities, matched to current and emerging pathways and occupations.

The Cleaner contributes to the effective and efficient operation of the college by providing a high level of cleanliness to the facilities. The Cleaner will work within a team to provide a clean, safe and pleasant environment for students and employees and create a physical environment that is conducive to learning and safe student movement.

The Cleaner will work with limited supervision under the direction of the Household Manager.

## KEY ACCOUNTABILITIES

Work is normally performed in a typical interior office and/or classroom environment/outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.

### ***Typical duties performed may include, but are not limited to:***

- Maintaining a clean and safe learning and working environment for students, staff and visitors to the College in line with cleaning schedules and processes
- Operating and maintaining cleaning equipment including vacuum cleaners, polishers and blowers ensuring a commitment to safe operating procedures
- Sweeping, mopping and buffing tiled floors
- Vacuuming carpets, mats and other floor surfaces
- Dusting desks, tables, shelves and ledges
- Collecting litter, emptying and washing rubbish bins
- Removing graffiti from desks, chairs and walls
- Cleaning windows, fans, fridges, stoves, toilets, sinks and basins
- Sweeping, blowing and hosing/pressure cleaning paved areas
- Locking up rooms including windows, doors and turning off lights.

### ***Cleaner using specialised equipment:***

- Ordering supplies and receiving deliveries and/or being given the responsibility for the distribution and maintenance of toilet and other requisites and cleaning materials in buildings/ establishments
- Carpet cleaning - operating equipment used in any or all of the following methods - powder systems or liquid shampoo systems or hot water injection and extraction systems (commonly called "steam cleaning")
- Cleaning windows on the exterior of multi-storied buildings from swinging scaffolds, hydraulic bucket trucks or similar devices
- Operating "Ride-On" powered sweeping machines ensuring a commitment to safe operating procedures.
- Operating steam cleaning and pressure washing equipment on the exterior of buildings.

### **General expectations:**

- Any other task as reasonably directed
- Adhering to cleaning protocols and schedules with a commitment to safe cleaning processes including correct use of cleaning products and chemicals
- Liaising with the Principal to report any security, safety, damage concerns to eliminate or minimise hazards.

## **STATEMENT OF RESPONSIBILITY**

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## **ABOUT YOU**

### **Experience**

- Recent experience in a cleaning/services/operational role or similar
- Understanding and commitment to Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others relative to the role of a cleaner
- Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment.

### **Skills**

- Manoeuvring within the office/college environment appropriate to the position – demonstrating agility and adherence to manual handling techniques
- Ability to communicate effectively to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- A demonstrated ability to develop and sustain productive working relationships.

## Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Flexible and responsive to the needs of the college community and driven to achieve the best outcomes
- Ability to accept responsibility for own work.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same - the successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner
- This position will be subject to a pre-employment medical assessment to support the selection process. For some positions, it may be necessary for the successful applicant to be immunised against certain preventable diseases in order to minimise the risk of transmission. The following will be required for the role of Cleaner:
  - Hepatitis A & B Vaccinations.

## Desirable Criteria

- Ability to operate commercial and industrial cleaning equipment
- Familiarity with Safety Data Sheets for chemical substances used and appropriate storage of same.

## HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

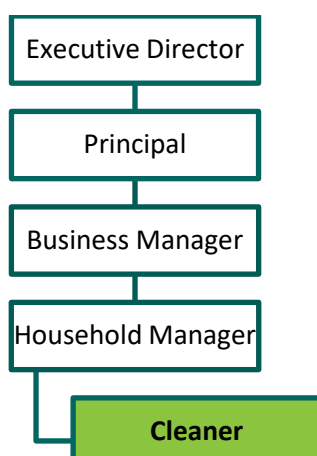
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	

Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Cleaner is accountable in the first instance to the Household Manager, then to the Business Manager. The Cleaner consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_