

## Position Description: Cleaner



<b>FLC/Program:</b>	Rockhampton Flexible Learning Centre
<b>Location:</b>	Rockhampton, Central Queensland
<b>Classification:</b>	Service Staff 1
<b>Salary:</b>	\$26.87 - \$27.83 per hour as at 1 May 2021 <i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>
<b>Status:</b>	Part Time Term Time, 20 hours per week, 4 hours per day Monday to Friday (including six month probation period) Term Time staff will not be required to work during school holidays, nor will paid unless there are additional hours negotiated with their direct supervisor.
<b>Commencement:</b>	Available for Immediate Commencement
<b>Contact Details:</b>	Stephanie Bouzige, 0459 950 382
<b>Job Ref:</b>	<b>RFLC/CLE/0921</b>

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

### Who are we?

The Rockhampton Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers holistic learning options for young people who have been disengaged from normal education settings. Rockhampton FLC has a clear commitment to social justice and stands in solidarity with disadvantaged people of all social, cultural, and religious backgrounds with a particular sensitivity to Indigenous culture. The school provides holistic learning experiences that address the social needs of students, and promotes their emotional, cognitive, spiritual, and academic development. This includes working with vulnerable young people that have mental health issues, behaviour challenges, learning difficulties and that are just not enjoying the academic nature of mainstream education.

Further information can be found at [www.ereafsn.edu.au](http://www.ereafsn.edu.au) or [www.erea.edu.au](http://www.erea.edu.au)

### What is the role?

The role of the Cleaner is to provide high quality cleaning in areas as required to ensure all rooms are kept in a clean and hygienic condition in order to provide a professional and customer friendly service to students and staff. This includes tasks such as vacuuming, mopping, dusting, emptying bins, and polishing surfaces. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an

understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care if in the supervision of the position.

## **Key Responsibilities**

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

### *Professional Knowledge*

- High knowledge of safe practices and storage of cleaning materials including material data sheets, labelling and ability to complete routine administrative tasks including knowledge of stocktaking and creation of daily cleaning task sheets (if applicable)
- General knowledge of appropriate cleaning products, supplies and techniques for cleaning multiple types of surfaces
- General knowledge of key health and safety regulations and safe work practices in relation to cleaning
- Organisational skills including ability to follow and/or develop cleaning schedules to meet requirements
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar

### *Professional Practice*

- Clean, stock and supply all school areas including but not limited to dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, toilets, surface areas including glass and removal and disposal of rubbish of all bins
- Maintaining cleaning consumables and stock levels including ordering, receiving and distribution of supplies as required across the site
- Safe operation of powered and non powered cleaning equipment applicable to the task
- Reporting repairs and replacements as required

### *Professional Engagement*

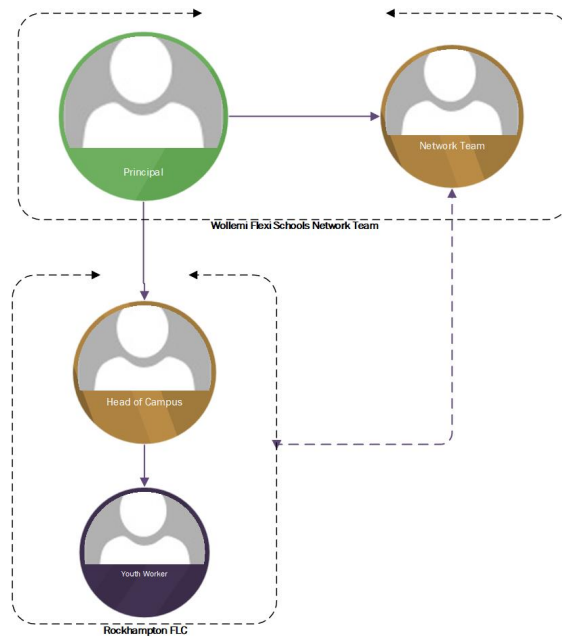
- Participate in professional development that is relevant to the work of the school
- Building positive relationships with staff and young people enrolled at the school
- Effective communication skills including high levels of customer service
- Participate in professional development and supervision and operate within the context of EREA Youth+ policies and procedures

## **Mandatory Qualifications, conditions and requirements**

- Applicants must hold or have the ability to attain a current Blue Card **before** commencement as per the No Card No Start Blue Card system legislation (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>)
- Previous practical experience and knowledge in a similar cleaning position
- Computer literacy, high level of oral and written communication skills
- Local travel maybe a requirement of this position therefore it is a requirement that the applicant hold a current 'C' drivers licence

## Working Relationships

The Cleaner reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically with the Administration and Compliance Coordinator and Head of Campus daily.



## Interested in applying?

To be considered for this role you need to submit the following to [Wollemi.recruitment@ereafsn.edu.au](mailto:Wollemi.recruitment@ereafsn.edu.au):

- Cover letter
- Current resume including two referees (one that is your current employer)

The panel understands if you wish to be notified prior to making contact with referees in particular current employer.