

Job Description – Cleaner

Position Title	Cleaner
Name	
Reports to	Principal, Caretaker
Key Relationships	Principal, Caretaker, All Staff

Employment Status: Permanent, Part-time 7 hours per week, 3:30hour per day, 2 days per week. Extra hours are to be worked in the school holidays by mutual agreement with the caretaker.

Conditions of Employment: As per the School Caretakers and Cleaners' Collective Agreement.

Allowances

Refer to [Part 4](#) of the School Caretakers and Cleaners' Collective Agreement.

Purpose of the position

The Cleaner is responsible for the cleanliness of the school buildings. The Cleaner shall ensure the highest standard of hygiene for the school and will ensure a safe and healthy environment for students and staff. The Cleaner shall report all damage including graffiti and any repairs needed to the Caretaker as soon as practical.

Tasks and Duties

The following list specifies the tasks that will be undertaken as a Cheviot Area School Cleaner. Other tasks may be required and requested of you by the Caretaker or Principal to ensure the efficient running of the school.

Cleaning

Key Responsibilities	Appraisal Indicators
Classrooms	<ul style="list-style-type: none">• Vacuum daily• Wipe tables daily• Wipe handles and surfaces as required• Dust teachers' desk as space allows• Wipe windows of doors as required• Empty rubbish and recycling
Staffroom and Offices	<ul style="list-style-type: none">• Vacuum daily• Wipe tables as necessary• Wipe handles and surfaces as required• Dust teachers' desk as space allows• Wipe windows on doors as required• Empty rubbish and recycling• Launder tea towels and sick bay laundry
Cloakrooms	<ul style="list-style-type: none">• Vacuum, sweep and mop daily• Wipe door handles and surfaces as necessary

Woodwork and Cooking Rooms	<ul style="list-style-type: none"> • Sweep floors two times a week, mop floor as required • Empty rubbish daily • Wipe surfaces as required • Wipe door handles and clean windows as required
Library	<ul style="list-style-type: none"> • Sweep floors two times a week, mop floor as required • Empty rubbish daily • Wipe surfaces as required • Wipe door handles and clean windows as required
Gymnasium	<ul style="list-style-type: none"> • Sweep floors twice a week
Community Room and Kitchen	<ul style="list-style-type: none"> • Vacuum twice a week • Wet mop floor in kitchen twice a week • Wipe benches in kitchen • Wash tea-towels • Wipe/dust surfaces as required
Toilets and Wet Areas	<ul style="list-style-type: none"> • Clean toilets and urinals daily • Wet mop the floors daily • Clean basins and sinks daily • Wipe door handles daily • Wipe wall surfaces weekly
Outside Areas	<ul style="list-style-type: none"> • Sweep veranda as required • Dust/brush the walls as required

General Responsibilities

Comply with all board policies, relevant legislation and Health and Safety.

Declaration:

Approved Sign & Date:	Blair Sheat
Reviewed Sign & Date:	Richard Griffith
Appointee Sign:	<i>Name</i>
Date:	