

Cleaner

REPORTS TO: Cleaning Supervisor

PURPOSE OF POSITION:

- To maintain the school environment and cleaning services to the highest standards
- To maintain the safety and security of the school
- To ensure that all health and safety regulations are followed

HOURS OF WORK:

- __ hours per week – Monday to Friday
- This is a part-time, permanent position.

RESPONSIBILITIES:

Cleaning

- To perform cleaning duties according to procedures documented.
- Ensure continuous supply of paper towels, soap, and toilet paper.
- Ensure the economical use of all supplies and materials.
- Communicate cleaning supplies requirements to the Cleaning Supervisor in sufficient time to allow for ordering and delivery.
- Ensure equipment is used in a safe and appropriate manner and maintained in a hygienic condition at all times.
- Notify the Cleaning Supervisor of any equipment failure as soon as practicable.
- Ensure trolleys are re-stocked to make sure there are sufficient supplies for the following working day.

Health and Safety

- Takes reasonable care of the own health and safety and ensure that own actions do not cause harm to self or others; this includes the right to stop work or refuse to carry out work if the work would expose you or anyone else to a serious risk health and safety from an immediate or imminent hazard.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Identifies and takes appropriate action to promptly and accurately report/notify any health and safety, security incidents or injuries including near misses.

Other Tasks

- Perform other tasks as necessary and requested by the Cleaning Supervisor.
- Attend training sessions and/or certification as instructed by the Cleaning Supervisor (if applicable).

THE CLEANER WILL:

- Demonstrate respect for others.
- Support and uphold the special character of the school.
- Demonstrate the ability to consistently act with initiative, tact, integrity and maturity.
- Have a high level of attention to detail.
- Work in a team but also able to undertake duties with minimal supervision.
- Work positively and constructively with all staff members to secure positive outcomes and relationships.

QUALIFICATIONS & EXPERIENCE:

- Previous cleaning experience is desirable although full training will be provided.