



# Sheldon College Position Description



## Cleaner

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<b>Department:</b>	Operations
<b>Responsible to:</b>	Director Business and Finance
<b>Reports to:</b>	Cleaning Manager

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## Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

## Position Overview

The primary role of Cleaner is to ensure that the College buildings are maintained in a neat, tidy, safe and hygienic manner. The Cleaner has a role in contributing to the beautification and enhancement of the appearance and safety of the College grounds.

The successful applicant must exhibit high standards of professionalism through their ability to operate successfully in achieving the College's Vision, Mission, Values and strategy goals as well as the quality assurance indicators. They are also expected to model the 4C's of Courtesy, Consideration, Co-operation and Common Sense at all times in their interaction with students and community members.

## Your Responsibilities

- Cleaning and sanitizing classrooms, staffrooms, toilets, showers and office areas within the College
- Report any damage, hazards or other safety concerns within the College
- Reporting any maintenance issues as observed during work times
- Completing all required training and re-training as directed
- Operating cleaning equipment in line with training and safe work practices.





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- Ensure compliance with cleaning industry standards and occupational health and safety requirements
- Adhere to all required hygienic standards in the course of performing job
- At all times wear all required uniform and personal protective equipment (PPE) as directed and report to supervisor if require replenishment
- Removal and disposal of rubbish as required
- Stock control and ordering
- Work effectively without supervision, either individually or in a team environment
- Apply good interpersonal and communication skills during interactions with others
- Meet obligations to develop personal skills, including training and corporate meetings
- Manage priorities and tasks effectively by using highly developed time management and organising skills
- Adhere to the College Policies & Procedures at all times
- Hold discretion when cleaning areas of the college that require confidentiality and discretion
- Support duties in the Event Centre from time to time
- Duties directly assigned by the Cleaning Manager, Cleaning Supervisor, Director Business and Finance, Facilities Maintenance Manager and The Principal.

