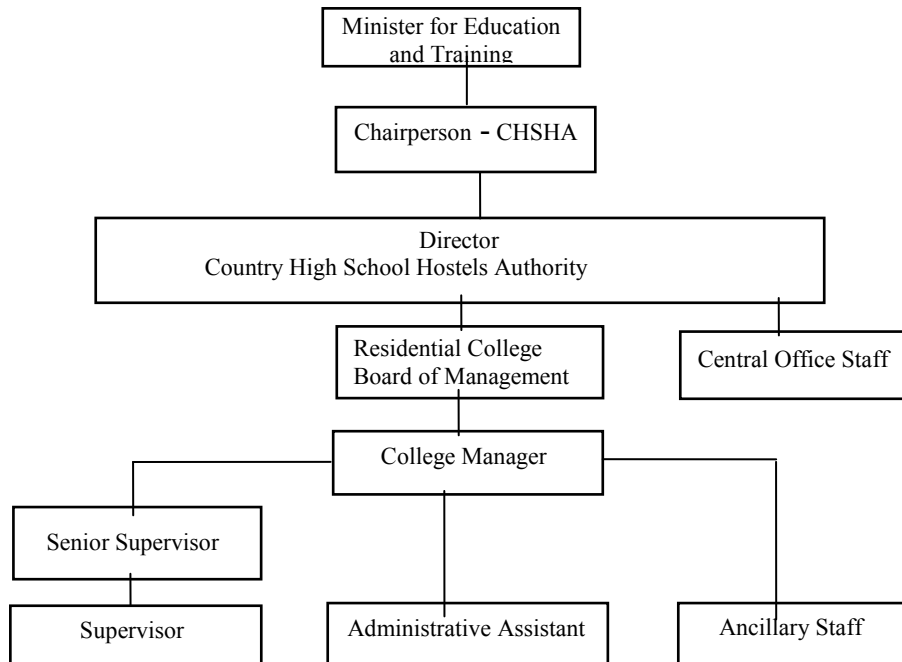




JOB DESCRIPTION FORM

TITLE:	CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CR/1
AWARD:	CHSHA Award 1979
JDF EFFECTIVE:	1 June 2007
REPORTING RELATIONSHIPS:	





TITLE:	CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CR/1

The Country Residential College provides residential services to students from rural and remote areas who need to board away from home.

Key Responsibilities of the Position

Ensures that the residential college is kept clean, tidy and well presented.

Tenure: Part time: 15 hours per week

Duties

Tick box if applicable to this College

- 1. Vacuums and mops administrative office.
- 2. Cleans, mops, scrubs and disinfects all toilet/ablution areas in the residential units, including the floors, walls, hand basin, mirrors, showers and toilets of the three bathrooms.
- 3. Cleans, mops, scrubs and disinfects the kitchen area in each residential unit, including floors, walls, sink, benches, cupboards, refrigerator and microwave.
- 4. Keeps windows and window ledges clean.
- 5. Removes cobwebs in all areas on a regular basis.
- 6. Upholds appropriate occupational health and safety standards in performance of duties and contributes to a healthy and safe physical environment for staff, students and visitors.
- 7. Cleans and assists with cleaning related duties as directed by the senior supervisor or college manager.
- 8. Keeps residential units clean, well maintained and presented.



WORK-RELATED REQUIREMENTS

TITLE:	CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CR/1

Work-related Requirements

1. Ability to deliver and maintain a high standard of cleanliness in a public residential facility.
2. Ability to work as part of a team.
3. Good interpersonal skills and able to work effectively with youth.
4. Good organizational skills.
5. Ability to uphold appropriate health and safety standards.
6. Ability to take on mixed functions as required.
7. A practical application of skills may be required before employment.



CERTIFICATION

TITLE:	CLEANER
RESIDENTIAL COLLEGE:	CITY BEACH
POSITION NUMBER:	CIT/CR/1

The details of this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COLLEGE MANAGER

DIRECTOR

Signature

Signature

Date

Date

As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE