

Cleaning Officer – O’Keeffe Campus – Noorat and McAuley Campus - Camperdown Role Description

TITLE	Cleaning Officer – O’Keeffe Campus – Noorat and McAuley Campus – Camperdown.
AWARD	Victorian Catholic Education Multi Enterprise Agreement 2022
CLASSIFICATION	School Services Officer
REPORTS TO	Business Manager

Overview

Mercy Regional College seeks applications for a cleaning position at the O’Keeffe, Noorat and McAuley Campus, Camperdown. Hours to be confirmed. The role is a School Services Officer, under the VCEMEA 2022, but above award wages apply to right applicant. Applicants must hold a current Working with Childrens check and be willing to apply for a National Police check.

Applicants are asked to forward a cover letter and a curriculum vitae, addressed to:

The Principal
Mercy Regional College
PO Box 152
Camperdown VIC 3260
principal@mercy.vic.edu.au

Role Purpose

To maintain the cleanliness of the school and its facilities, keeping the school in pristine condition. An exemplary level of service is required to maintain the excellent presentation of the school, for the school community.

Childsafe Statement:

The Mercy Regional College community is strongly committed to policies and procedures developed to keep everyone safe from harm, including all forms of abuse. This commitment extends to the whole college community including leaders, staff, volunteers, contractors, students and their families.

Responsibilities

- Maintain a clean and safe learning and working environment for students and staff.
- Report any issues of damage to the Cleaning Coordinator or Business Manager.
- Lock up facilities, including turning off lights, ensuring heaters and air conditioners are off and ensuring all windows are closed and locked.
- Work within the policies and procedures of Mercy Regional College.

General Duties and Tasks

- Sweeping, mopping, vacuuming, dusting, cleaning desks and cobweb removal of classrooms, meeting rooms, sick bay area and staffing areas.
- Vacuuming and cleaning of the reception area including windows on a daily basis.
- Scheduled cleaning of other windows.
- Cleaning of kitchen areas.
- Restroom cleaning and sanitisation, including the cleaning of toilets, urinals, taps, door handles and sinks. Replenishment of consumables within restrooms.
- Removal of rubbish and sorting of recyclable papers and cardboards.
- Litter control.
- Additional duties as directed from time to time.

Selection Criteria

- Demonstrated ability to work flexibly, within a team and to follow direction.
- Ability to carry out manual handling tasks with an understanding of occupational health and safety considerations.
- Current drivers licence.
- Ability to proactively identify and provide solutions for potential and actual problem issues.
- Ability to communicate with internal and external stakeholders.
- Working with Childrens check and Police Check

Desirable Criteria

- First Aid Certificate