



Queensland
Government

POSITION DESCRIPTION

Position Title:
Work Unit:
Classification:

Cleaner (Generic)
Merrimac State High School
OO2 (Other Than Public Servants Award)
(1 Position x 38 hours per week)
(2 Positions x 15.25 hours per week)

DEPARTMENT OF EDUCATION AND TRAINING

The Department is responsible for the delivery of quality education and training services to all Queensland students.

The Department's vision for education is to ensure that all Queensland students become active citizens in a learning society – the Smart State. The central purpose of education in Queensland is to create a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with a disposition to life long learning. The Department provides quality education services to all state school students through the auspices of Education Queensland.

The Department's vision for training is to help Queenslanders develop the skills they need for employment, and builds the social and economic capacity of communities and businesses. The Department's vision is for all Queenslanders to excel in learning, skills development and work, for the benefit of themselves, their communities and the Queensland economy.

ROLE OF THE CLEANER

- ◆ Contribute to the efficient and effective operation and environment of the school by providing a high level of cleaning support.
- ◆ Ensure that a high standard of hygiene and cleanliness is maintained.
- ◆ Ensure that the duties prescribed for the position are completed to an acceptable standard as determined by their supervisor, in accordance with the approved school cleaning program.

SELECTION CRITERIA

Your application for this position should take into consideration the selection criteria listed below. The key indicators and actions for each criterion, as determined by the panel, will be used to assess your merit and suitability for the role.

- SC1** Ability to carry out cleaning duties with limited supervision and co-operatively participate as a team member when required.
- SC2** Ability to use and maintain or learn quickly to use and maintain, cleaning equipment, materials and chemical supplies.
- SC3** Ability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials.
- SC4** Awareness of the need for security in relation to rooms and buildings, personal property and equipment.

ADDITIONAL FACTORS

The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.ccydpcg.qld.gov.au>

- ◆ Confirmation of employment is conditional upon the preferred applicant being issued with a *Suitability Card* from the Commission for Children and Young People and Child Guardian.
- ◆ The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- ◆ A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- ◆ The appointee to this position will be required to complete a period of probation in accordance with Section 126 of the *Public Service Act 2008*.
- ◆ For further information refer to the Department of Education and Training Applicant Information Bulletin (available through www.smartjobs.qld.gov.au and searching on a specific Job Reference Number).

POSITION PROFILE



Cleaner (Generic) (OO2)

WORK ENVIRONMENT

Schools perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

REPORTING RELATIONSHIPS

The position of cleaner reports directly to the school Business Services Manager, or in schools where the position of Business Services Manager does not exist, directly to the principal.

MAJOR RESPONSIBILITIES

The duties of a cleaner may include a mix of any of the following activities.

General

- ◆ Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors and cupboards etc.
- ◆ Cleaning and sanitising toilet facilities and sick bays.
- ◆ Cleaning sinks and drinking fountains.
- ◆ Cleaning and maintaining equipment.
- ◆ Cobweb and mildew control, utilising extendable equipment as necessary.
- ◆ Cleaning of concrete; bitumen; asphalt and paved surfaces.
- ◆ Disposal of rubbish and litter control including removal of material from drains and gutters between and/or surrounding buildings.
- ◆ Dusting including student and office furniture, equipment and fans.
- ◆ Hosing.
- ◆ Removal of graffiti.
- ◆ Sweeping.
- ◆ Vacuuming.
- ◆ Vinyl/timber floor maintenance including buffing, stripping and polishing.
- ◆ Other appropriate cleaning duties as directed by the Principal/Business Services Manager.

Security

- ◆ Activating and disarming school security systems as required.
- ◆ Locking and unlocking buildings.

Liaison

- ◆ Liaise with the Principal/Business Services Manager concerning purchase and/or replacement of cleaning materials.
- ◆ Reporting security, safety, damage concerns to the Principal/Business Services Manager/Site Manager or Schools Officer (Facilities and/or Grounds).
- ◆ Referring members of the public to relevant school/site personnel as required.

Points to consider when preparing your application.

Merrimac State High School is located in Dunlop Court – MERMAID WATERS

Our student population is presently 1322. We have a cleaning staff of 10

Hours of duty: May be between the hours of 4:00am and 6:00pm

There are three vacancies: 1 x 38 hours per week & 2 X 15.25 hours per week.

ADO: (Accumulated Day Off) arrangements are negotiated between Cleaners & Business Service Manager
Cleaners are entitled to a minimum of 12 ADOs throughout the year, but can elect to take an additional 3 days. These days are to be taken as follows -

| | |
|-------------------------------|----------------------------|
| April Vacation | 2 days (plus 2 extra days) |
| June/July Vacation | 5 days |
| September/October Vacation | 5 days |
| Christmas Vacation | 1 day (extra) |

To avail themselves of these ADOs each cleaner must work additional hours throughout the rest of the year to accumulate the equivalent number of hours.

38 hour cleaners will work 40 hours per week (8 hrs per day) to be entitled to the minimum 12 ADOs. If they elect to avail themselves of all or any of the extra 3 ADO days per year, they will need to accumulate additional hours

It is acknowledged that unforeseen circumstances may arise during the year that will necessitate changes to this schedule. If any changes do need to be made, consultation must occur between the cleaners and administration to ensure the needs of both the school and cleaners are taken into consideration.

Selection Criteria: In order for your application to be considered you must specifically address the selection criteria contained within the Position Description, in writing.

Contact: Kerriann Unicomb – Business Services Manager Human Resource
Phone: 07 5595 8602 Fax: 07 5595 8600 Email: kunic1@eq.edu.au

Return address for Applications: Kerriann Unicomb
Merrimac State High School
Dunlop Court
MERMAID WATERS QLD 4226

NOTE:

- The successful applicant will be subject to a working with children check
- The successful applicant will be subject to a probationary period

Closing Date: 4:00pm Wednesday 18 November 2009