



## JOB DESCRIPTION & KEY ACCOUNTABILITIES

<b>Job Title</b>	<b>Cleaner - School</b>
<b>Reporting to</b>	<b>Cleaning Supervisor</b>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Property Services Team</li> <li>• Principal</li> <li>• Deputy Principals</li> <li>• HOD/Manager</li> <li>• Students</li> <li>• Teachers</li> <li>• Other staff</li> </ul>
<b>Job Purpose</b>	Provide a high quality cleaning service to maintain the buildings and facilities in a clean and hygienic state, ensuring a safe, pleasant and well-presented workplace environment for the wider Dio community.
<b>Principal Responsibilities</b>	
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Adhere to duty roster, ensuring the buildings/facilities are cleaned to a high standard. Some of the tasks include: <ul style="list-style-type: none"> <li>○ Pick up litter, empty waste bins, transfer waste to collection bins.</li> <li>○ Vacuum carpeted floors, wash/mop hard floors.</li> <li>○ Strip and apply polish to hard floors, machine buff/polish as required (identified staff only).</li> <li>○ Dusting.</li> <li>○ Clean glass.</li> <li>○ Clean toilet and shower areas.</li> <li>○ Restock toilet facilities/kitchens with supplies.</li> <li>○ Restock teaching rooms with supplies</li> <li>○ Report low stock levels to supervising cleaner.</li> <li>○ Remove gum and graffiti from floors, furniture and walls.</li> <li>○ Any other cleaning duties that may arise.</li> <li>○ Undertake end of term &amp; conference cleans.</li> </ul> </li> <li>• Lost property is returned or stored as required.</li> <li>• Ensure the responsible and economical use of cleaning supplies and equipment</li> <li>• Ensure all faulty floor coverings, furniture, fittings, keys, locks, plumbing, lighting, etc. are reported to the Cleaning Supervisor by the end of shift</li> <li>• Retain immediate and direct personal possession of all keys issued</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Ensures the safety of themselves and others by locking doors and closing windows after cleaning each room, especially during later evening tasks</li> </ul>
<b>Setting an Example</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate levels of standards</li> <li>• Dress, appearance, and behaviour meet the required standards.</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain regular communication with the Cleaning Supervisor and Property Manager (where required) regarding the needs of the school.</li> <li>• Attend relevant meetings and undertake allocated activities.</li> <li>• Undertake all activities as required to fulfil the requirements of the role.</li> <li>• Adhere to school wide policies and procedures.</li> <li>• Act as an effective and professional role model, reflecting the Special Character of the school.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Urgent health and safety issues are dealt with immediately.</li> <li>• Demonstrates a commitment to Health &amp; Safety related policies and procedures to ensure a safe and positive working environment.</li> <li>• Ensures safe working practices and takes responsibility and accountability for own safety and that of students and others within the workplace.</li> <li>• Ensure emergency training is completed and practiced at regular intervals.</li> <li>• Observing safe work practices, rules and instructions relating to work, being proactive in hazard management, reporting unsafe conditions and equipment, reporting an accidents or incidents including near misses.</li> <li>• Support the organisation to achieve good health and safety work practices and environment.</li> <li>• Be familiar with the risk register.</li> <li>• Ensuring that action or inaction do not cause harm to oneself, or other people.</li> <li>• Maintaining current knowledge of the use of safety equipment including PPE gear.</li> <li>• Immediately report incidents, accidents and occupational illnesses.</li> <li>• Keeps work area clean and orderly. Free from hazards.</li> </ul>
<b>Core Competency</b>	
<b>Upholds the values of the organisation</b>	<ul style="list-style-type: none"> <li>• To achieve our vision of preparing confident, resourceful and resilient young women to make a positive difference in their world, the WDSG community will promote its values of Courage, Empathy, Integrity, Tolerance, Respect and Diligence, underpinned by the Christian faith.</li> </ul>
<b>Maatauranga Māori</b>	<ul style="list-style-type: none"> <li>• Upholds and practices the traditions, values, concepts, philosophies, world views and understandings derived from</li> </ul>

	uniquely Māori cultural points of view.
<b>Student &amp; Whanau Focus</b>	<ul style="list-style-type: none"> <li>Recognises and ensures that high quality service is delivered to our students and parents at all times.</li> </ul>
<b>Quality &amp; Accuracy</b>	<ul style="list-style-type: none"> <li>Ensures quality of work adheres to company standards at all times.</li> </ul>
<b>Attitude, Work Ethic and Teamwork</b>	<ul style="list-style-type: none"> <li>Works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times.</li> </ul>
<b>Initiative &amp; Problem Solving</b>	<ul style="list-style-type: none"> <li>Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.</li> </ul>
<b>Time Management/ Flexibility &amp; Multitasking</b>	<ul style="list-style-type: none"> <li>Manages workloads within appropriate timescales, making use of available tools and resources.</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>Behaves in a professional and ethical manner at all times. Reflecting the appropriate school image.</li> </ul>
<b>Leadership &amp; Leading by Example</b>	<ul style="list-style-type: none"> <li>Motivates and directs students through appropriate participative leadership and displaying the company values at all times.</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>Takes appropriate levels of ownership for tasks and always delivers.</li> </ul>
<b>Qualifications, Skills and Experience</b>	
	<ul style="list-style-type: none"> <li>2+ years' experience in a similar role</li> <li>Clean full driver's license</li> <li>Proven knowledge/experience in the use of cleaning products and equipment</li> <li>Physically able to undertake the requirements of the position: <ul style="list-style-type: none"> <li>Able to bend, kneel, lift and twist</li> </ul> </li> <li>Willing to wear the WDSG uniform/identifying badge appropriately</li> <li>Excellent interpersonal, oral and written communication skills.</li> <li>Excellent time management</li> <li>Excellent problem-solving skills.</li> </ul>

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_