



JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title	Cleaner
Reporting to	Cleaning Supervisor
Job Purpose	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.
Principal Responsibilities	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Adhere to duty roster, ensuring the buildings/facilities are cleaned to required standards. Some of the tasks include: <ul style="list-style-type: none"> ▪ Pick up litter, empty waste bins, transfer waste to collection bins. ▪ Vacuum carpeted floors, wash hard floors. ▪ Strip and apply polish to hard floors, machine buff/polish as required (identified staff only). ▪ Dusting. ▪ Clean glass. ▪ Clean toilet and shower areas. ▪ Restock toilet facilities/kitchens with supplies. ▪ Restock teaching rooms with supplies (School cleaners) ▪ Report low stock levels to supervising cleaner. ▪ Remove gum and graffiti from floors, furniture and walls. ▪ Any other cleaning duties that may arise. ▪ Undertake end of term & conference cleans. • Lost property is returned or stored as required via the boarding staff. • Communicate with relevant staff to determine cleaning needs. • Ensure the responsible and economical use of cleaning supplies and equipment. • Ensure all faulty floor coverings, furniture, fittings, keys, locks, plumbing, lighting, etc. are reported to the Caretaker. • Retain immediate and direct personal possession of all keys issued. <p><u>Health & Safety and Compliance</u></p> <ul style="list-style-type: none"> • Demonstrate a commitment to Health & Safety related policies and procedures to ensure a safe and positive working environment. • Ensure that all cleaning activities comply with WOF regulations, school requirements and relevant legislation. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Participate in performance appraisals, personal and professional development in line with the schools needs and identified personal and professional objectives. <p><u>Other</u></p> <ul style="list-style-type: none"> • Maintain regular communication with the Cleaning Supervisor regarding the needs of the school. • Attend relevant meetings and undertake allocated activities.



	<ul style="list-style-type: none"> • Undertake all activities as required to fulfil the requirements of the role. • Adhere to school wide policies and procedures. • Act as an effective and professional role model, reflecting the Special Character of the school.
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CANDIDATE PROFILE

Knowledge, Experience & Requirement	<ul style="list-style-type: none"> • Relevant training and qualifications • Previous experience in a similar role • Proven knowledge/experience in the use of cleaning products and equipment • Physically able to undertake the requirements of the position • Able to bend, kneel, lift and twist • Willing to wear the WDSG uniform/identifying badge appropriately
Skills	<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Leads by example, in particular, accountability for actions and the delivery of consistent quality outcomes and achievements <p>PROBLEM SOLVING & ANALYSIS</p> <ul style="list-style-type: none"> • Can effectively analyse, and confidently address, issues • Able to make systematic and rational judgments based on all relevant information • Able to work with conflicting priorities, yet adhere to timeframes and deliver agreed results <p>CUSTOMER SERVICE & RELATIONSHIP MANAGEMENT</p> <ul style="list-style-type: none"> • Shows a commitment to, and the delivery of excellent customer service • Able to establish and maintain positive working relationships within the school community • Able to establish and maintain short term relationships with customers during problem solving <p>INTERPERSONAL STYLE</p> <ul style="list-style-type: none"> • Demonstrates a strong personal commitment to school wide excellence, honesty, integrity and the special character of the school • Is thoughtful, resilient, calm and stable in challenging situations • Demonstrates professional confidence • Shows initiative, decisiveness and openness • Is personable and gets on well with people • Demonstrates effective communication – oral and written • Demonstrates an ability to understand and interpret oral and written instructions • Has high standards with an eye for detail • Displays and maintains a good level of personal presentation