

JRN: #	Permt. Part-Time 17.5hrs per week (single shift)	Closing date:	17 th June 2009
RETURN APPLICATIONS TO:	North Lakes State College The Human Resource Manager PO Box 335 North Lakes Qld 4509		
FURTHER ENQUIRIES:	vacancies@northlakescollege.eq.edu.au		



POSITION DESCRIPTION

Position Title:	Cleaner (Generic)
TSS Position Title:	Cleaner
Work Unit:	State School/State High School/Special School or other education institution
Location:	Throughout the state
Classification:	OO2 (Other Than Public Servants Award) (38 hours per week)
JEMS Review Date:	July 2004
PD Approved:	October 2007

DEPARTMENT OF EDUCATION, TRAINING AND THE ARTS

The Department is responsible for the delivery of quality education and training services to all Queensland students and for the provision of advisory and advocacy services for arts and cultural development in Queensland.

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.

The Department's vision for arts is for a Creative Queensland. Its mission is to achieve this by working with partners to create a cultural environment that maximises quality of life, social equity and economic independence in Queensland.

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.childcomm.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, Training and the Arts 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 may be required to complete a period of probation in accordance with Section 73 of the *Public Service Act 1996*. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to the satisfactory completion of a probationary period of 8 months. General (non-tenured) employees will be subject to the satisfactory completion of a probationary period of 3 months.
- ◆ For further information refer to the Department of Education, Training and the Arts’ Applicant Information Bulletin (available through www.smartjobs.qld.gov.au and searching on a specific Job Reference Number).

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**Queensland
Government**

Department of
Education, Training
and the Arts

POSITION PROFILE

Cleaner (Generic) (OO2)

DISTRICT/WORK UNIT

**State School/State High School/Special
School or education institution**

LOCATION

Throughout the state

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

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