

# POSITION DESCRIPTION



METHODIST  
LADIES'  
COLLEGE

## Cleaners

<b>Reports to:</b>	
Housekeeping Supervisor	
<b>Department/Section:</b>	
Housekeeping	
<b>Key Relationships:</b>	
<b>Internal</b> <ul style="list-style-type: none"><li>• Staff</li><li>• Students</li></ul>	<b>External</b> <ul style="list-style-type: none"><li>• Contractors</li></ul>
<b>Experience:</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Previous housekeeping/cleaning experience</li><li>• An exemplary level of service required to maintain high cleaning standards</li><li>• Ability to communicate effectively with internal and external stakeholders</li><li>• Willingness and the ability to follow direction and work in a flexible manner within a team environment</li><li>• The ability to carry out manual handling tasks and an understanding of Workplace Health and Safety</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Chemical handling experience</li></ul>	
<b>Role Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Maintaining a clean and safe learning and working environment for students and staff</li><li>• Sweeping, mopping, vacuuming, dusting, cleaning desks, collecting and removing rubbish</li><li>• Window cleaning and external cleaning of areas as directed</li><li>• Cleaning of kitchens, running dishwashers and replenishing supplies</li><li>• Toilet cleaning and replenishing consumables</li><li>• Locking of windows, doors and turning off lights (afternoon shift)</li><li>• Reporting of any issues or damage</li><li>• Other duties as directed by the Housekeeping Supervisor</li></ul>	
<b>Terms of Appointment:</b>	
<b>Appointment Period:</b> Casual, part-time	