



PRINCE ALFRED COLLEGE

Role Profile **Cleaner/Housekeeping Assistant**

The Cleaner/Housekeeping Assistant contributes to the vision and purpose of Prince Alfred College by taking responsibility for cleaning of the College's facilities and actively participates in process improvement and operational effectiveness of the cleaning.

The position requires attention to detail and regular liaison with the Manager, Housekeeping and other key stakeholders.

Discretion and judgement are required in dealing with numerous confidential and sensitive issues.

Division/Section:

School Services.

Reports to:

Manager, Housekeeping.

Specific responsibilities include the following:

1. General:

- Provide accurate and timely information to key stakeholders.
- Work closely with the Housekeeping Team especially the Manager, Housekeeping.
- Monitor issues to ensure effective and efficient cleaning of the facilities and provide input for improvement.
- Attend meetings as required.
- Contribute to the preventative cleaning plan and identify issues requiring the attention of the Manager, Housekeeping.
- Advise management of requirements for cleaning and chemical supplies.
- Analyse cleaning operations and make recommendations to implement improvements.
- Ensure compliance with legislative and College procedures and processes.
- Ensure the College is maintained to the highest level of recognised standards.
- Contribute to setting Housekeeping operational strategy.
- Identify and participate in relevant professional learning.
- Foster effective working relationships with all staff and members of the College community.
- Work in close and effective partnership with the Housekeeping team.
- Contribute to a sense of team and pride in the financial sustainability of the College.
- Delivering outstanding customer service as outlined in the College's Customer Service Charter.

2. Cleaning:

- Perform delegated and rostered cleaning duties.
- Conduct cleaning and safe control measures for the external environment of the College such as toilet cleaning, window cleaning, cob webbing, sweeping, waste collection and disposal, scrubbing and supporting the cleaning of the RED Centre's:
 - Toilets
 - Offices
 - Gymnasium
 - Classrooms
 - Sport Courts and Stadiums
 - Hallways
 - Cafeteria
 - Exterior areas
- In addition, internal cleaning such as windows, general cleaning cob webbing, spot cleaning and incident cleaning, vacuuming, scrubbing and polishing floors, etc.
- Undertake regular cleaning and tidying duties to ensure the maintenance of a safe environment for staff, students and the community.
- Other duties as directed by the Manager, Housekeeping.

Applicant attributes, key knowledge and experience:

Candidates will be expected to have the following:

- Experience in cleaning multipurpose facilities.
- Present as a role model.
- Sound understanding of and the ability to implement WHS policies and procedures and ensure compliance.
- Experience using scrubbers, polishers, window cleaning equipment and other heavy duty cleaning equipment.
- Knowledge of effective cleaning methods and techniques.
- Exceptional customer service with a 'can do' attitude.
- Proficient in the safe use and storage of cleaning equipment and materials.
- Excellent work ethic such as pride in work, reliable, well presented and punctual.
- Excellent time management and organisational skills and ability to prioritise workload.
- Flexible and a positive attitude towards change.
- A high level of confidentiality and tact.
- Possess interpersonal skills that enable productive, collaborative working relationships with people of all levels, individually or in a team environment.
- Sound interpersonal skills and ability to communicate clearly and effectively to staff and stakeholders both internal and external to the organisation.
- Ability to work independently under limited direction and able to exercise initiative and judgement to make sound and timely decisions.
- Ability to follow instructions, work protocols and procedures.
- Ability to work as part of a team and have capacity to fulfil all the requirements of the role.
- Good customer service skills.

Salary:

Educational Services (General Staff) Award Classifications.

Tenure:

The tenure will depend on the opportunity available – permanent full-time, part-time or casual.