



WADESTOWN SCHOOL

Job Description Weld Street Cleaner 2022

Position	Weld Street Cleaner	12½ Hours per week
Start date of Employment	16 July 2022	Tenure: Permanent Part Time
Collective Agreement	School Caretakers', Cleaners and Canteen Staff Collective Agreement 2019 - 2022	IEA - TBC
Responsible to	Principal, Deputy Principal Yr 1 - 4	

Duties

The cleaning position involves the cleaning of classrooms, corridor, library, loft area, offices, toilets, medical room, and resource room at our Weld Street site.

Days of Work

Up to 12 ½ hours per week. These hours to be maintained during all school terms with additional hours to be carried out through the school holidays to provide a deep clean (unless by prior arrangement).

Hours of work will be carried out from Monday to Friday, by agreement with the Principal. While some flexibility with the starting time each day can be negotiated, there would be an expectation that the cleaner arrives onsite before 4.00 pm (up to twice a week), to be able to touch base with the teachers.

During school holidays the start and finish time of work may change with the permission of the Principal.

Annual Leave

This position's annual leave depends on years of service. This will be 4 weeks. As per the Collective Agreement 5.5.4.

Your rates of pay and conditions of service are covered by the School Caretaker and Cleaners Collective Employment Contract - 11 December 2019 to 11 February 2022.

Cleaning Responsibilities

Daily:

- Clean high-touch surfaces such as door handles, bathroom taps, desktops, handrails, etc using anti-viral spray (Covid requirement).
- Empty class rubbish bins and replace liners if necessary
- Vacuum all floor surfaces throughout the buildings - excluding Loft
- Spot shampoo carpet if needed;
- Spot clean walls where necessary;
- Clean and disinfect toilet pans, seats, lids, urinals, taps fittings, and hand dryers;
- Clean toilet walls - especially around the hand basins;
- Replenish toilet requisites including paper towels. Check toilet rolls and soap dispensers (supplies found in the Medical Room).
- Empty outside rubbish bins daily

Weekly:

- Damp dust desks and spray clean group tables, open bench area, tables, cabinets, whiteboard ledges, where these are clear;
- Vacuum the loft
- Clean shower walls and floor in medical room
- Clean glass door panels and handles in the main entrances
- Mop corridor
- Mop medical room floor
- Wash toilet walls

End of Term Holiday Clean:

- Full clean as above (deep clean)
- Machine buff vinyl and wooden floors
- Remove marks from walls and light switches
- Wipe high ledges and pictures, and remove cobwebs
- Clean all inside windows in classrooms, corridors, and offices
- Clean Rubbish bins in classrooms and outside to be cleaned and disinfected outside and inside
- Defrost and clean the fridge

Security

At all times ensure external doors are secure at the completion of cleaning.