

**MUMBULLA SCHOOL FOR RUDOLF STEINER EDUCATION  
JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>BUILDING &amp; GROUNDS Cleaner - (Updated Dec 2021)</b>	
<b>LOAD</b>	<b>5 days per week 3 hrs per day (mornings 6-9am)</b>	
<b>Position reports to</b>	Building & Grounds Caretaker Business Manager	
<b>Key Role Relationships</b>	Education Manager Building & Grounds Caretaker Business Manager	Front Office Staff All teaching staff Administration Team
<b>Role Purpose</b>	The Cleaner is responsible for ensuring that Mumbulla School's property and grounds are maintained to a high standard of cleanliness.	
<b>Responsibilities</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Cleaning the classrooms and all facilities of the school on a daily basis as outlined in the <i>Daily Cleaning Task</i> listing. This includes but is not limited to: dusting, sweeping, mopping, vacuuming, waste/recycling/compost removal, cleaning toilets, kitchen areas.</li> <li>• Ensuring that all works undertaken are carried out in a safe manner that complies with Work, Health and Safety requirements.</li> <li>• The Cleaner shall plan, schedule and ensure that cyclical and programmed cleaning works are carried out as required.</li> <li>• Ensuring that day to day School class cleaning requirements, and events/functions are executed in a timely and effective manner. These include, but are not limited to, cleaning areas for open days, assemblies, festivals and other various hired function space.</li> <li>• Assist with ordering of cleaning supplies and stocking them in the appropriate storerooms.</li> <li>• Assist with the orderly storage of school items in the sheds and storerooms.</li> <li>• Responsible for non-term time cleaning duties as determined by the B&amp;G Caretaker and the Business Manager.</li> <li>• Communicate classroom cleaning issues to B&amp;G Caretaker and the Business Manager.</li> <li>• Other tasks as directed.</li> </ul>	
<b>Expected Position Outcomes</b>	<ul style="list-style-type: none"> <li>• Efficiently execute routine tasks in a timely fashion.</li> <li>• Provide a safe work environment and ensure compliance to all relevant legislation, codes and statutory requirements.</li> <li>• Communicate effectively with the Business Manager, and all other staff.</li> <li>• Act professionally, model appropriate behaviour and maintain appropriate confidentiality.</li> </ul>	
<b>Competencies required</b>	<p>Qualifications/Registration:</p> <ul style="list-style-type: none"> <li>• Working with Children Check</li> <li>• Current Covid Vaccination Certificate</li> <li>• First Aid Certificate (school trained)</li> <li>• CPR Certificate (school trained)</li> </ul>	