

## JOB DESCRIPTION FORM – CLEANER (CASUAL), GRADE 1

Job Title: Relief Cleaner (Casual), Operational Services (OPS)  
Level: 1  
Award: Educational Services (Schools) General Staff Award [MA000076]  
Reports to: Business Manager, Jim Tsokos  
Supervisor: Operational Services Coordinator, Peta Nicholls

Job Purpose: Provide client-focused support to the College's Operational Services (OPS) Coordinator, in the hygiene maintenance and overall presentation of the College's facilities. Provide a cleaning service that contributes to the College's positive atmosphere, enhances the learning environment, and actively promotes a good first impression to the community. The successful candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

### KEY RESPONSIBILITIES

Under the direction and guidance for the OPS Coordinator or Team Leader:

- Cleaning in classrooms or other public areas of the College.
- Perform range of industrial cleaning tasks.
- General laundry tasks
- Moving furniture and equipment.
- Assist with College Events (set up, food preparation, serving, clean up)
- Assist with minor maintenance issues.
- Report any identified major maintenance or repairs that arise.
- Report any identified Occupational Health and Safety issues.
- Safe operation and basic maintenance of cleaning equipment.
- Promote environmental sustainability through recycling.
- Other duties as required from time to time, as requested by the Principal, or delegate.

### SELECTION CRITERIA

- Demonstrated interpersonal skills that build and maintain effective working relationships.
- Demonstrated ability to work collaboratively in a team and an ability to take directions and work independently when required.
- Demonstrated organisational skills to assist in achieving outcomes as directed.
- Demonstrated knowledge of the safe use of chemicals and safe storage requirements.
- Demonstrated ability in use and maintenance of cleaning equipment.
- Problem-solving skills that demonstrate the ability to readily refer to a line manager.

### DESIRABLE CRITERIA

- Current First Aid Certificate.

### ELIGIBILITY

Prior to commencement, employees will be required to:

- Hold or obtain a current Working with Children Check
- Hold or obtain a satisfactory National Police Clearance
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant, demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia
- Provide a copy of any qualifications and certificates.
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract, or Casual Engagement Agreement.

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### HOW TO APPLY

Applicants should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church.

1. Provide a cover letter, discussing your experience and ability in relation to the cleaning position.
2. Include a brief statement of your Christian Faith, and contact details of a Pastor/Elder who may be contacted for a verbal reference. Written references are acceptable.

Providing a CV is optional.

1. Attach one document demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia (eg Australian Birth Certificate or Passport, or Visa Grant).
3. Email your application to: [humanresources@hillside.wa.edu.au](mailto:humanresources@hillside.wa.edu.au)

An email will be sent to you confirming the receipt of your application.

*Interviews and referee checks will be integral to the selection of any candidate.*

**Please note:** The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicants are secured. The College also reserves the right to contact beyond the referee list provided by the candidate if it deems it necessary in the appointment process to confirm application details and suitability for the role.

**Assessment of applicants will commence as applications are received.**