



## Job Description – Relief Cleaner

Position Title	School Cleaner
Reports to	Executive Officer

**Employment Status:** Casual/On call: as needed to cover sick leave and absences, usually between the hours of 3pm and 5.30pm

Condition of employment are covered by the Caretakers and Cleaners Collective Agreement

### **Purpose of the position**

To play a critical role in maintaining the general tidiness of facilities and sustain high hygiene standards within the school.

### **Tasks and Duties**

Daily task

- Sweep all floors, wash daily and polish if necessary
- Vacuum carpets
- Clean windows and close, clean glass doors
- Clean whiteboard railings
- Dust all railings windowsills, skirting boards and open shelving
- Clean all toilets, urinals and hand basins
- Empty all rubbish bins
- Sanitize all high touch surfaces – tabletops, door handles, chairs etc

Any other duties as required from time to time

### **General Responsibilities**

Comply with all board policies and relevant legislation, Health and Safety

Ensuring the safety and wellbeing of students at all times

Play an active role in maintaining the security of the school

Maintain strict confidentiality