



## EMPLOYMENT OPPORTUNITY

### Currently available

#### CLEANER

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Cleaner** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### The Role

- This is a permanent full-time position (1.0 FTE)
  - Monday to Friday 6.30am to 9.30am
  - Monday to Friday 3.30pm to 8.00pm\*
- **Commencement date:** As soon as possible
- **Remuneration:** In accordance with the current NSW Christian Schools General Staff Multi-Enterprise Agreement Schools Operational Service Stream Level 2.1
  - \$62,100.00 per year (\$31.34 per hour permanent rate)
  - Broken/Split shift allowance of \$12.50 per day
- Casual employment may be considered (\$37.61 per hour casual rate)
- **Leave:** 4 weeks per year annual leave\*
  - \* 2 weeks must be taken during the December/January student holiday break

#### Application documentation must include:

- **Only applicants eligible to work in Australia may apply for this position**
- Completed and signed Toongabbie Christian College General Staff Employment Application form available at [www.tcc.nsw.edu.au](http://www.tcc.nsw.edu.au)
- CV to demonstrate suitability for the position, outlining cleaning experience in detail, including qualifications, relevant experience, current position responsibilities and employment history
- Current Working With Children Check (Employment) or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

#### Application process

- Submit application via email only to [employment@tcc.nsw.edu.au](mailto:employment@tcc.nsw.edu.au)
- Indicate in subject line the following: **Application: Cleaner**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Mr Trevor Duncan on (02) 8863 2952 or [tduncan@tcc.nsw.edu.au](mailto:tduncan@tcc.nsw.edu.au)

#### Selection process

- This role does not have a closing date and will close when a suitable applicant is found
- Interviews may commence upon receipt of suitable applicants

*The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.*

# ROLE DESCRIPTION

## CLEANER

### 1. PURPOSE OF THIS POSITION

The Cleaner is responsible assist the Maintenance Team to ensure a clean, safe and well-maintained facilities.

### 2. REPORTING RELATIONSHIPS

- Reports to \_\_\_\_\_ Principal
  - Line Manager \_\_\_\_\_ Facilities Manager
  - Supervisor \_\_\_\_\_ Groundsman/General Assistant\*
  - This role \_\_\_\_\_ Cleaner
- \* The Groundsman/General Assistant reports to the Facilities Manager

### 3. RESPONSIBILITIES

#### Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### Key Responsibilities

##### 1. Daily

- Empty all bins and replace any soiled liners
- Wipe student and teacher desks
- Clean whiteboard and pen trays
- Vacuum carpets
- Clean and disinfect toilet areas (bowls, seats, urinals, wash basins, etc)
- Spot cleaning
- Clean and disinfect hand dryers
- Replenish toilet rolls and hand towels
- Sweep and mop toilet floors (using separate 'red' mop and bucket)
- Sweep and mop vinyl in classrooms (using separate 'green or blue' mop and bucket)
- Clean wash troughs and splashbacks in classrooms
- Empty vacuum cleaners and replace bag
- Ensure that all windows and doors are locked, blinds are down and air conditioning units and fans are turned off
- Lock doors and activate the alarm. If you are not the last person, inform another staff member that you are now leaving.
- Blower vacuuming (morning)
- Cob webbing (morning)
- Wipe outside tables (morning)
- Preparation of grounds for the day (morning)

##### 2. Tasks to be completed weekly

- Dust all window sills
- Clean skirting boards
- Other duties as directed

##### 3. Holiday jobs (if required)

- Dust blinds, light fittings
- Clean any marks off painted walls and folding partition doors
- Clean all desks, teacher's tables, filing cabinets, tops of cupboard etc and all other areas requiring cleaning
- Vacuum all carpets

- Clean urinals and washing troughs (toilets and classrooms) with special cleaner supplied
- Clean the toilet floors by saturating with diluted disinfectant and leave for 15 minutes to allow liquid to work. Scrub floors and finally hose out and mop the floor area (with help from Maintenance staff)
- Clean hand marks from walls and light switches using sugar soap
- Clean windows and external where practical
- Clean ceiling fans
- Other duties as directed

#### **4. Other Duties**

- Attend toolbox chats when required
- Attend compliance training as directed by the Principal
- Attend and lead staff devotions
- Attend collegial activities when required

#### **4. AGREEMENT**

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies and procedures, and to perform other role-related duties requested by the Supervisor (Groundsman/General Assistant) to support the College's compliance with legislative obligations.

The Supervisor (Groundsman/General Assistant) may, in consultation with the employee vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to the role.

This role will undergo an annual performance review.