



ST LAURENCE'S COLLEGE

A Catholic College for boys in the Edmund Rice tradition

CAMP CLEANER (Casual) **Position Description**

Camp Laurence is located on five hectares on the western bank of Lake Moogerah in the beautiful Scenic Rim approximately 90 minutes from Brisbane. It is an Outdoor Educational extension to St Laurence's College in South Brisbane established in 1975. We run a sequential outdoor educational program for St Laurence College students along with offering our venue to external schools.

1. POSITION PURPOSE

The Camp Cleaner is responsible for assisting the Camp Manager to maintain the cleanliness of the Camp's facilities. An exemplary level of service is required to maintain the high expectations of the College. The Camp Cleaner will work to perform a variety of regular and one-off cleaning tasks and duties as directed by the Camp Manager.

The Camp Cleaner will:

- Contribute to the efficient and effective operation and environment of the site by providing a high level of cleaning support.
- Ensure that the duties prescribed for the position are completed to an acceptable standard as determined by the Camp manager, in accordance with the approved Camp cleaning program.

The Camp Cleaner will comply with all EREA and College Policies, work to ensure that the Outdoor Education Team supports the College mission, and operate within the parameters expressed in the Charter for the Authentic Expression of Catholic Schools in the Edmund Rice tradition.

2. POSITION REQUIREMENTS

- Openly support the Christian values of the College
- Implement College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Qualification and/or experience as a Cleaner for a small-medium size company
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Current First Aid Certificate
- Meet the requirements of the Selection Criteria on page 4 of this document.

3. POSITION RESPONSIBILITIES & DUTIES

- Maintain a clean and safe learning and working environment for students and staff
- Ensure all areas are clean and hygienic
- Perform all tasks requested by the Camp Manager in accordance with the Camp's cleaning program
- Maintain cleaning equipment and ensure proper and efficient use of materials
- Ensure rooms and buildings are locked and secure
- Dusting, including furniture, equipment and fans
- Sweeping, mopping, vacuuming, dusting, cleaning desks, removing rubbish.
- Window cleaning and external cleaning of areas.
- Hosing
- Cleaning and sanitising toilets
- Cleaning sinks and drinking fountains
- Cobweb and mildew control, utilising extendable equipment as necessary
- Disposal of rubbish and litter control
- Locking and unlocking buildings where necessary
- Removal of graffiti, if required
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with the Camp Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets
- Cleaning kitchen, running dishwashers, filling supplies
- Toilet cleaning and replenishing consumables
- Reporting any issues or damage to the Camp Manager
- Report any accidents or injuries to the Camp Manager and Workplace Rehabilitation & Return Work Coordinator (Director of Human Resources).
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts of omissions at work
- Co-operate with the Camp Manager or other persons as far as is necessary to enable compliance with any requirements under Work Health and Safety legislation and the regulations
- Carry out all other duties and/or tasks as directed from time to time by the Camp Manager, Business Manager and/or Principal.

4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY

This position reports to the Camp Manager, but is responsible to the Business Manager and Principal.

5. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated

therewith. All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

- Perform all duties in a safe and responsible manner
- Comply with reasonable instructions from the employer to carry out a work procedure
- Wear supplied/appropriate personal protection equipment
- Be familiar with the appropriate Safety Data Sheets for any chemicals or other hazardous substances used in the role
- Seek clearance prior to bringing/taking chemicals or hazardous substances to/from the site
- Seek advice from relevant personnel for any work procedures beyond current skill, training or knowledge level
- Maintain constant checks of the safety of work area within the centre
- Report all hazards to the Camp Manager or delegate
- Exercise extreme care when using machinery or equipment and putting controls in place where equipment is faulty or hazardous (including notifying the Camp Manager).

6. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

7. REMUNERATION & HOURS

Classification:	Services Staff Award Level 1 (\$30.93 per hour)
Work hours:	As per the Roster, in line with Camps/Events
Tenure:	Casual
Terms & Conditions:	Please refer to letter of appointment.

SELECTION CRITERIA

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

Selection Criterion 1 – Qualifications/Experience

- At least 2-3 years' experience working in a cleaning position within a similar environment or with a small-medium company
- Experience of undertaking a range of cleaning duties
- Must show evidence of current WHS Training; Chemical Handling
- Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children
- Must have a current First Aid Certificate
- Must have a Drivers Licence.

Selection Criterion 2 – Skills

- Skills and knowledge of cleaning and chemical handling
- Proficient with cleaning equipment
- Ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change
- Demonstrated basic computer skills in all Microsoft applications.
- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of cleaning best practises.

Selection Criterion 3 - Physical Demands (a medical clearance may be requested)

- Ability to carry out manual handling tasks and an understanding of WHS
- A reasonable level of fitness with the ability to stand for most of the working day
- Must be able to meet the physical demands of the role to successfully perform the essential functions of this job
- Ability to push, pull, and position equipment and appliances
- This position is very active and requires prolonged standing, sitting, walking, bending, kneeling, stooping and crouching
- Work in extreme heat
- Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

Selection Criterion 4 – Communication Skills

- Demonstrated ability to work with internal and external stakeholders and to follow direction
- Strong communication and interpersonal skills
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment.

Selection Criterion 5 – Christian Ethos

- A personal commitment to the Mission and ethos of the College.
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

APPLICATION PROCESS

Applications should contain the following:

1. Covering letter addressing the Selection Criteria listed on page 4 of this document; and
2. Current Curriculum Vitae.

Note: All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

Applications should be forwarded via email to:

Mr Chris Leadbetter
The Principal
St Laurence's College
Email: employment@slc.qld.edu.au

Enquiries may be directed to:

Ms Lorraine Kopp
Director of Human Resources
St Laurence's College
Phone: (07) 3010 1165
Mobile: 0407 656 866
Email: lkopp@slc.qld.edu.au

Ms Narelle Gowland
Camp Manager
Camp Laurence
Mobile: 0437 752 046
Email: ngowland@slc.qld.edu.au

Applications close: 3pm, Friday 1 February 2019