### Role Description

#### Position Title

<table>
<thead>
<tr>
<th>Cleaner (Generic)</th>
<th>Job Ad Reference</th>
<th>Forest Lake State High School</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Work Unit</td>
<td>Forest Lake</td>
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<td></td>
<td>Location</td>
<td>Forest Lake</td>
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<tr>
<td></td>
<td>Classification</td>
<td>OO2 (Other Than Public Servants Award)</td>
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<td></td>
<td></td>
<td>7.5 hrs a week</td>
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<td></td>
<td>Job Type</td>
<td>Permanent</td>
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<td></td>
<td>Salary Range</td>
<td>Starting at $19.93 an hour</td>
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<td>Plus superannuation contributions of up to 12.75% of your annual salary.</td>
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<td></td>
<td>Contact Officer</td>
<td>Leanne Stack</td>
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<td></td>
<td>Contact Telephone</td>
<td>3714 2333</td>
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<td></td>
<td>Closing Date</td>
<td>21st March 2012</td>
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</tbody>
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#### Your employer

The Department of Education and Training (DET) engages Queenslanders in lifelong learning by providing high-quality, accessible services to the state’s education and training sectors. DET is a diverse organisation with the largest workforce in the state. We provide services through three broad service delivery areas:

- Early Childhood Education and Care lead early childhood development and education policy, and regulate the provision of childcare services;
- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels; and
- Training and Skills Queensland Division manages 13 TAFE institutions, regulates nine Queensland universities, 26 non-university higher education providers and supports the regulation of approximately 1350 registered training providers.

For more information on the Department of Education and Training, please visit our website at [www.deta.qld.gov.au](http://www.deta.qld.gov.au)

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system-wide and school-based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and Departmental support structures.

#### Your opportunity

As the Cleaner (Generic) you will:

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

The Cleaner (Generic) reports to the school Business Services Manager, or in schools where the position of Business Services Manager does not exist, directly to the Principal. In a non-school location the cleaner reports directly to the Site Manager.
Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

General
- Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors and cupboards etc.
- Cleaning and sanitising toilet facilities and sick bays.
- Cleaning sinks and drinking fountains.
- Cleaning and maintaining equipment.
- Cobweb and mildew control, utilising extendable equipment as necessary.
- Cleaning of concrete; bitumen; asphalt and paved surfaces.
- Disposal of rubbish and litter control including removal of material from drains and gutters between and/or surrounding buildings.
- Dusting including student and office furniture, equipment and fans.
- Hosing.
- Removal of graffiti.
- Sweeping.
- Vacuuming.
- Vinyl/timber floor maintenance including buffing, stripping and polishing.
- Other appropriate cleaning duties as directed by the principal/Business Services Manager.

Security
- Activating and disarming school security systems as required.
- Locking and unlocking buildings.

Liaison
- Liaise with principal/Business Services Manager concerning purchase and/or replacement of cleaning materials.
- Reporting security, safety, damage concerns to the principal/Business Services Manager or Schools Officer (Facilities and/or Grounds).
- Referring members of the public to relevant school personnel as required.

How you will be assessed

Within the context of the duties described above, the ideal applicant will be someone who has:

1. The ability to carry out cleaning duties with limited supervision and co-operatively participate as a team member when required.
2. The ability to use and maintain or learn quickly to use and maintain, cleaning equipment, materials and chemical supplies.
3. The ability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials.
4. Awareness of the need for security in relation to rooms and buildings, personal property and equipment.

Additional information

- The Commission for Children and Young People and Child Guardian Act 2000 requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: http://www.ccypcg.qld.gov.au/ or on the Commission’s website at: http://www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.
- Further information about the benefits of working for the Department of Education and Training including superannuation, flexible work life and leave is available through www.jobs.qld.gov.au/benefits/benefits.
- The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Applicants are advised that the Department of Education and Training may initiate a criminal history check by the Queensland Police Service on the nominated applicant.
- The appointee to this position may be required to complete a period of probation in accordance with Section 126 of the Public Service Act 2008.
- For further information refer to the Department of Education and Training’s Applicant Information Bulletin (available through www.jobs.qld.gov.au and searching on a specific Job Ad Reference).