1. PURPOSE OF ROLE

Cleaners employed in this position are required to ensure Early Learning and Care services (including kindergartens and long day care centres) are cleaned to a high standard and that the environment is safe and hygienic.

2. PRIMARY RESPONSIBILITIES & DUTIES

Supervision
The cleaner is responsible to the Centre Director (through the Diocesan Coordinator Early Learning & Care). Other key relationships include children, families & staff, clergy, parish and personnel from the associated school.

Essential Qualifications/ Requirements

- Current Suitability Card/ Positive Notice Letter

Duties would include, but not limited to the following

- Ensure all areas are clean and hygienic
- Perform all tasks requested by the Director of the Centre in accordance with the centre’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
- Vacuuming
- Vinyl floor maintenance (not including buffing, stripping and polishing)
- Concrete and paving maintenance
- Sweeping
- Hosing
- Cleaning windows, pictures, doorknobs, taps, sinks, lavatory basins, glassware, glass doors, cupboards etc.
- Cleaning and sanitising toilets
- Cleaning sinks and drinking fountains
- Cobweb and mildew control, utilising extendable equipment as necessary
- Disposal of rubbish and litter control
- Cleaning and maintaining equipment
• Locking and unlocking buildings where necessary
• Liaising with Director of the Centre regarding purchase/replacement of cleaning materials and equipment (advising of needs prior to depletion of materials)
• Cleaning windows and sills as required
• Removal of graffiti
• Activating and disarming security system
• Other appropriate cleaning duties as directed by the Director of Centre

**Occupational Health & Safety**
• 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 Director of the Centre or delegate
• Exercise extreme care when using machinery or equipment and putting controls in place where equipment is faulty or hazardous (including notifying the Director of the Centre)