



## Job Description – Part-time Cleaner



As one of the part-time cleaning staff you have responsibility through the Building Services Manager and his team to ensure that the Academy is kept in a clean and tidy manner and that the overall standards of cleanliness and hygiene of the specific area (“patch”) designed to you are maintained to the appropriate standard and that designated cleaning materials are used for the purposes intended. You will also assist in general cleaning duties as reasonably directed during term breaks and in the absence of other colleagues.



### Key Responsibilities

- Clock in at the designated time for the shift and collect any cleaning materials not based in your allocated area
- Attend your allocated area and undertake the cleaning requirements in accordance with the separate specification in place for this part of the Academy.
- Assist by undertaking a ‘basic clean’ of another area in the absence of a cleaner as reasonably directed by the building services staff.
- Assist in undertaking cleaning of more general areas as reasonably directed by the building services team in term breaks.
- Report any matters of health and safety that you encounter to the building services staff either immediately or at the end of your shift (depending upon the seriousness of the issue).
- Ensure that rooms are locked upon completion of cleaning each room and that lights are switched off.
- Return unused cleaning materials to the designated storage point and remove collected rubbish to the designated area.
- Clock out at the appropriate times.
- Be aware of the administrative requirements of the appointment, including those relating to absence, leave and other issues referred to in Appendix 1 and the Staff Absence Policy in place at the Academy and adhere to them accordingly.



Please see over for a detailed example of responsibility allocated to a specific work area.

# EXAMPLE

## **Detailed responsibilities – 1<sup>st</sup> Floor Zone D (Rooms ABC-XYZ)**

- All internal areas including classrooms and offices to be cleaned daily, with approved materials and chemicals in accordance with local guidelines.
- All floor areas and designated stairwells (carpet, altro, marble) to be vacuumed, mopped or suitably cleaned daily.
- All furniture in classrooms and offices including desks and tables to be cleaned daily as directed.
- All door windows and door kick-plates to be cleaned when necessary and at least once weekly.
- All rubbish to be cleared, bagged and removed to nearest exit point for transfer to compactor daily.
- Assist with a basic clean in other areas if other staff are absent, when reasonably instructed.
- Any other cleaning duties required to be carried out from time to time – as reasonably instructed.
- In term breaks, to clean all window ledges, windows, corridor stairwells, doors and walls whenever accessible.