



POSITION DETAILS

Position Title:	Cleaner
Job Type:	Cleaning
Hours of work	20+ hours per week, normally Monday to Friday, 7am start
Reports to:	Facilities Manager
Award	Hospitality Industry (General Award), Level 2 Guest Service Grade 2
Date of appointment	August 2023

POSITION REQUIREMENTS

1. QUALIFICATIONS

- Previous commercial cleaning experience desirable
- Must hold a current working with Children's Check
- Role is subject to a police check prior to appointment
- Good level of fitness

2. PERSONAL ATTRIBUTES

- High standard of personal presentation
- Good organisational skills
- Task focused and attention to detail
- Able to follow instructions and directions
- Understand requirements quickly and work efficiently
- Able to respond well to feedback and commitment to continuous improvement
- Working cooperatively and be flexible with changing needs
- Must be a team player and able to work independently
- Good and respectful communication skills
- Be culturally sensitive
- Support the Christian character and ethos of our workplace



RTC Support Services

Position Description

3. MAIN DUTIES

A = Actionable D = Delegable R = Responsible				
Classification	Task category	A	D	R
BH	OH&S			X
	P+P adherence			X
	Clean Common Facilities			X
	Vacate/Check in Cleans			X
	Deep Clean			X
	Maintenance Reporting			X
	Room Check-in Set Up			X
Services Agreements	Implementation of agreements			X
	Foster Genuine Relationships			X
Maintenance	BH Cleaning			X
	RTC Resource Centre Cleaning			X
	Maintenance Requests			X
	Cleaning Inventory management			X
Events/Catering	Duties as required			X

(A) OH&S

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions
- Cooperate with anything the employer does to comply with OHS requirements
- Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OHS

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Employee Signature

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Date

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Employer Signature

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Date