

## Central Normal School: Cleaner Job Description 2020

We are seeking a motivated and efficient person to join our team as one of our school cleaners. The following overview details the cleaning position:

<b>Position Title</b>	Cleaner
<b>Person Specific Skills</b>	<ul style="list-style-type: none"> <li>● Reliable</li> <li>● Punctual</li> <li>● Efficient</li> <li>● Able to work independently and have the initiative to see what is required to be done.</li> <li>● Flexible</li> </ul>
<b>Reports to</b>	Principal, Deputy Principal, Assistant Principals, Caretaker
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"> <li>● Children of Central Normal School</li> <li>● Parents/Whanau of Central Normal School</li> <li>● Principal: ongoing review</li> </ul>
<b>Duration and Tenure</b>	Permanent Part Time.
<b>Holidays</b>	Annual Leave will be in relation to the School Caretakers and Cleaners Collective Agreement, Clauses 5.5, 5.5.4, 5.5.5
<b>Hours of Work</b>	<b>12 hours and 30 minutes per week</b> Monday - Friday, 2.45pm - 5.15pm
<b>Rate of Pay</b>	As per School Caretakers and Cleaners Collective Agreement \$21.15 per hour + Clothing Allowance of \$0.15 cents per hour
<b>Purpose of the Position</b>	To provide a clean and hygienic environment at Central Normal School

<b>Tasks and Duties</b>
<p><b>Akomanga 10, 11, 12, Internal Hub Space, Akomanga 13 - 16 and adjoining toilets, Room 23:</b></p> <ul style="list-style-type: none"> <li>● Wash toilets, basins and floors daily</li> <li>● Wet wipe and dust toilet benches daily</li> <li>● Ensure that toilet paper and paper towels are available</li> <li>● Vacuum all carpets daily</li> <li>● Wet mop entrance areas daily and classroom floor at least once per week (or as required)</li> <li>● Clean glass on entrance doors weekly</li> <li>● Damp wipe and dust cloak areas and shoe racks weekly</li> <li>● One day of the week, no vacuuming, but clean/wipe all table tops in the classrooms</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>● Rubbish bins and mobile furniture needs to be moved to ensure a thorough clean</li> <li>● It may be necessary to return to clean a room if a meeting is in progress, or clean it the following day</li> <li>● Vinyl areas mopped as required (at least once a week)</li> </ul>

Wet Floor sign to be utilised at all times for Health and Safety purposes

Holiday Cleaning may be negotiated

All windows and doors must be checked before leaving and any alarms set as required

Other duties as negotiated by the Principal or Caretaker