



Otamatea High School

Te Kura Tuarua o Otamatea

Job Description

Cleaner

JOB TITLE: Cleaner

PRESENT HOLDER:

RESPONSIBLE TO: Head Cleaner

FUNCTIONAL RELATIONSHIPS: Property Maintenance Manager

HOURS OF WORK: 10 Hours per week.

HOLIDAYS: As per the 'School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement.

SCHOOL HOLIDAYS: Must be able to work full 8 hour days during the first week of the holidays and prior to the beginning of each term as negotiated with the Head Cleaner.

PLEASE NOTE:

SAFETY: Equipment is to be used as recommended. Safety clothing and equipment to be worn as required to ensure compliance with existing regulations.

CONFIDENTIALITY: Because of the nature of this position, it is possible that the cleaner may inadvertently access confidential information. It is essential they understand that any unauthorised dissemination of the information may lead to dismissal from employment at the school.

CHILDREN: Children are not allowed to accompany a cleaner when they are working.

RATE OF PAY:

The cleaner is employed under the terms and conditions of the 'School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement.

Signed Cleaner
 Signed Principal
 Date

TASKS

DURING TERM TIME:

DAILY:

- Empty rubbish bins inside classrooms and offices.
- Vacuum or mop, as applicable, rooms, corridor and mats.
- Remove dirty marks from internal walls.
- Vacuum Resource rooms
- Clean \ scrub toilets, urinals and sinks with disinfectant \ cream scourer, including pipes and cisterns
- Replace toilet rolls, soap and paper towels as necessary
- Wash toilet floor
- Clean entrance windows and classroom door windows
- Dust and remove rubbish from tops of lockers
- Close windows and switch off lights
- Items of Lost Property to be taken to Student Support Centre
- Lock and secure all classroom doors and main entrance doors.
- Report damage and vandalism to Property Maintenance Manager or Head Cleaner

Note: Teachers should ensure that rubbish is removed from the floors by the students and that the room is left tidy – tables straightened, chairs put up and windows closed. Please inform the Head Cleaner\ Property Maintenance Manager if a room is in such a state that daily cleaning cannot be completed in the allocated time.

WEEKLY:

- Remove spider webs from corridors, toilets and classrooms
- Wipe window ledges in in all areas
- Dust ledges and skirting boards in corridors and in all rooms
- On Friday put Toilet Care in toilet bowls and urinals

END OF TERM CLEANING:

- Assist Head Cleaner with the cleaning of the school

GENERAL CLEANING:

- Check for black marks and graffiti on walls and doors and remove.
- Inform Property Maintenance Manager of any repairs or maintenance that needs to be undertaken.