



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.

Position Description

Cleaner

Team	AQ Gladstone
Location	Gladstone
Manager	Team Leader
Classification	Bus & Maintenance – <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Part-time

Purpose

The purpose of this position as Cleaner is to provide excellent cleaning services to all areas of the Gladstone Centre.

Responsibilities

The following tasks are to be completed daily, or weekly as directed:

- Clean and sanitise toilet facilities
- Clean sinks, drinking areas and kitchens
- Dispose of rubbish and litter control in school grounds, classrooms & offices
- Dust classroom & office furniture and equipment
- Sweep floors or vacuum floors – as required or at least weekly
- Wet mop floors – as required or at least weekly
- Spot cleaning of carpets
- Wipe down surfaces, benches, window sills
- Launder towels, tea towels etc
- Cobweb areas as required
- Advise Centre Administration Officer of cleaning supply needs
- Other cleaning duties as directed by the Team Leader

The following tasks are to be completed at least once during each term:

- Clean windows, clean sliding doors within the designated area
- Clear out and clean fridges, inside and out
- Wipe clean cupboard under the kitchen sink

- Disinfecting of children’s toys and equipment
- Clean pool vehicles, inside and out
- The following tasks are to be completed once during the year:
- Strip and re-polish floors which require such treatment
- Arrange professional carpet-cleaning
- Wash or arrange dry-cleaning of drapes/ curtains in designated areas

Additional tasks to be completed as required:

- Activate & disarm security systems, lock and unlock buildings as required
- Refer members of the public to reception area as required

Key Performance Indicators

- Cleanliness of all buildings in the Centre
- Sight inspections by Team Leader are reported as satisfactory
- Daily, weekly, term and annual tasks are completed within set timeframes
- Timely reporting of hazards, damaged equipment and other safety concerns to Team Leader
- Use of appropriate protective personal equipment (PPE) when required
- Participation in team meetings as required
- Cooperative interaction with and positive feedback from staff, parents and visitors to the Centre
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Ability to work as directed but with minimal supervision
- Proven ability to maintain a high standard of work within set timeframes
- Demonstrated ability to communicate effectively in a professional service environment
- Proven ability to work cooperatively as a member of a team
- Demonstrated understanding of the health & safety risks & requirements associated with this position
- Health and fitness to effectively perform the required tasks

Highly-regarded

- Previous commercial cleaning experience

Special Conditions & Requirements

- Some additional work during school closures may be required
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card.

Position Description Reviewed: January 2019