

Rotorua Seventh-day Adventist School

2021 Cleaner's Job Description



School Building

Job Description for:

Position:	Cleaner
Responsible to:	Principal and Board of Trustees
Term of Job Description:	Fixed term 26th January 15th December 2021 The reason for this job being fixed term is due to the staffing review the Board is completing.
Hours of Employment:	10 hours per week (2 hours per day) for cleaning of the School Monday to Friday in the afternoon 3.30pm-5.30pm. School term time only - 40 weeks per year. Additional hours by arrangement for Term Holiday Clean during school term break times.
Employment Conditions:	Cleaners and Caretakers Collective Agreement
Pay Rate:	\$21.78 per hour

MAJOR TASKS

1. The cleaning of the school buildings.
2. Ensure cleaning supplies are replenished and budgeted out for the year.

CONDITIONS OF EMPLOYMENT/PAYMENT RATES

- (a) Rate of payment, allowances and other conditions of service shall be in accordance with the School Caretakers' and Cleaners' Collective Agreement 2011-2013.
- (b) Allowance payments are per the Individual contract.

HOURS OF WORK

Employment is for 10 hours per week.

Your general timetable will be in the afternoon 3.30pm – 5.00pm, Monday to Friday. Consideration will be given on Fridays for Sabbath preparation via agreement with the Principal. There is to be absolutely no work completed on a Friday evening after sunset or on a Saturday, in alignment with Seventh-day Adventist beliefs.

SPECIAL CHARACTER OF THE SCHOOL

The school is a Seventh-day Adventist School of special character that has been integrated into the New Zealand State system of education. The employee agrees to abide by the expectations of the school with reference to the special character.

SCHEDULE OF DUTIES & CLEANING RESPONSIBILITIES

Description of buildings to be serviced:

Areas included in Job Description for the School: Senior and Junior classrooms, secretary office, principal office, staff room, library, all toilet areas and cloak bay.

Daily Duties:

Ensure Job Cleaning Book has been viewed for any other 'special request' duties.

CLEANING FOR ALL ROOMS -

DAILY – School building	
1.	Wet mop or scrub and disinfect student toilets. In the interests of pupil health and hygiene it is essential that urine on walls, floors, pipes or other be cleaned away the day it occurs.
2.	Clean toilet pans inside and out and wipe seats and cisterns
3.	Replenish bathrooms requisites – toilet paper, soap, etc
4.	Clean wash basins daily
5.	Empty waste paper baskets into paper recycling bin outside
6.	Empty rubbish bins into green wheelie bin
7.	Vacuum all carpeted areas – classrooms, staffroom, offices
8.	Empty staff room sink and load dishwasher.
9.	Spray down all table surfaces in Junior and Senior Classes, staff table, kitchen surfaces, secretary and principal office.
10.	Wash and dry anything needing cleaning in the washing machine/dryer.
11.	Spot clean glass doors any significant markings inside and out – for classrooms and office. (High use areas)
WEEKLY – School building	
Monday	Clean staff toilets. Wipe and clean all surfaces in staffroom and office areas.
Tuesday	Dust and remove spider webs. Dust all ledges and sills
Wednesday	Put out the Waste Management bin to be emptied on Thursday morning.
Thursday	Fully clean all glass windows.
Friday	
MONTHLY	
1	Empty sanitary bins - replace with new liners. One in staffroom, other in one girls toilet.
END OF TERM	
1.	Complete cleaner stocktake for materials for the up-coming term.
2.	Take left over lost property to second hand shop.
3.	Dust around all security motion sensors. Spray with insecticide spray around sensors to deter alarms being set off by insects.

HOLIDAY/VACATION CLEANING FOR ALL ROOMS

WALLS	
1.	High dust walls and ceilings
2.	Remove all cobwebs and dust – especially toilet areas and around motion alarms
3.	Clean all blackboard/whiteboard ledges
4.	Clean all framings (skirting board level as well)
5.	Dust pictures and wall hangings (Admin only)
DOORS & FRAMES	
6.	Wash and clean all door frames, doors and wall partitions.
7.	Clean cupboard doors
TOILET AREAS	
8.	Scrub, disinfect and clean all toilets
9.	All hand basins to be thoroughly cleaned including damp dusting pipes.
10.	Vacuum, clean and clear dust in ventilation pipes in bathrooms.
SINK BENCHES	
10.	Clean classroom sinks, benches and cupboard fronts. This includes cleaning any stainless steel surface with appropriate cleaners.
11.	Clean out school fridges and cupboards of any rubbish or damaged food.
FLOOR SURFACES	
12.	Mop all floor surface areas
CARPET SURFACES	
13.	Vacuum all carpeted surfaces thoroughly - may be required to Rug Doctor all carpets.
14.	Spot clean any marks on any carpets
TABLES	
15.	Clean all tables, desktops and chairs
WINDOWS	
16.	Clean interior windows
16.	Clean window frames and sills
R1	Toilet bowl cleaner
R2	All hard surface, floors, walls, doors, benchtops, shelves, desks, tables, chairs. Can put into the mop bucket and put on the floor. Press the button once for a bottle, twice for a bucket.
R3	Shiny surfaces, glass, stainless steel, aluminium surfaces. Spray onto cloth then wipe.

OTHER EXPECTATIONS

- The cleaner is to take pride in the school and environment.
- The employee agrees to respect and maintain the security of the premises.

GENERAL NOTES

- The Caretaker is to be advised of any defective or damaged equipment especially in regard to any matter that might affect the health, safety and welfare of pupils and staff.
- The Board of Trustees undertakes to supply proper equipment and cleaning agents for the tasks required and to ensure adequate quality and quantity are maintained.
- After using cleaning fluids they are to be locked away out of reach of children.
- An inspection will be done regularly and any problems will be discussed

APPRAISAL

An annual appraisal of performance will be carried out.

AGREEMENT

The detail of this job description is an agreed statement between the Rotorua Seventh-Day Adventist School and the School Cleaner. It is intended to be reviewed annually and to be a useful reference. The signatures indicate acceptance of the job description by the staff member and approval of the job description by the Principal who acts on behalf of the Board of Trustees.

Cleaner _____ Date _____

Principal _____ Date _____
Lanea Strickland (on behalf of the Board of Trustees)