DUTY STATEMENT

Position: School Janitor - School Operational Services - Level 2.1
Hours: 76 hours fortnight – Averaged School Terms Only
Salary: $42,251.36 plus Superannuation at 9.5% - (40weeks/52: FTE – 0.8)
Hourly Rate - weekend/standdown period additional work: $29.61 per hour
Immediate Supervisor: School Secretary
Contact Yvonne – 0434 042 691
Permanent full time position working at Rosary Primary School, for Catholic Education, Canberra Goulburn Archdiocese.

The Janitor is responsible to the Principal for the efficient performance of the duties listed below.

OUTDOOR DUTIES:

Daily
- Follow procedures for the use of chemical cleaners and power equipment and use appropriately around staff & children
- Ensure that all garbage and recycling bins are emptied in hopper
- Keep all outside areas clean from refuse
- Be responsible for the school crossing flags and unlocking the playground gates in the morning
- Maintain the quadrangle - ensure neat and tidy at all times. This includes blowing, sweeping and/or hosing

Weekly
- Clean and disinfect bubblers

Regularly
- Entrances of building clean and tidy of debris
- Front drive way kept free of leaves and debris
- All small trees/shrubs to be kept neat and trimmed
- Ensure the bike shed is kept in a safe and tidy condition

As needed
- Spray weeds in paths, garden beds and around edges
- Remove leaves/acorns and garden refuse
- Hang signage for school events

End of term/beginning of term
- Secure 40km road safety signs
INDOOR DUTIES:

Daily
- clean all toilets – replace hand towels and toilet rolls
- vacuum corridors and foyer area
- Any broken/damaged fixtures on or around the building, including broken bulbs/taps/doors etc notify appropriate officer for maintenance/repair.

Weekly
- Sweep hall floor
- Sweep and mop stairs/stairwells
- Clean/vacuum/mop staff room and linoleum floor
- Vacuum class rooms on roster basis
- Clean glass doors and other glass fixtures/partitions
- Wipe bag boxes and shelves

As needed
- Fill soap dispenser
- Dust skirting boards and window sills
- Ensure all school internal areas are free from cobwebs
- Assist with, & distribute stores/deliveries
- Store spare furniture
- Assist teachers as and when required for desks/furniture for class use
- Emergency cleaning of accidents and spills in classrooms and all school areas
- Assist with set up of community events

End of Term
- Clean wet area floors in classrooms
- Clean tiles and sinks in classroom wet areas
- Dust tops of cupboards / noticeboards / doors /skirting boards
- Disinfect/bleach wall tiles in toilets
- Hose out and disinfect all garbage bins in the school

Other duties as requested by the Principal, Assistant Principal and Immediate supervisor
SCHOOL JANITOR

Selection Criteria

Applicants will need to demonstrate:

• Ability to work as part of a team and school community.

• An understanding of safe work practices.

• An understanding of lifting techniques so that tasks involving movement of furniture, equipment and deliveries can be undertaken in a safe manner.

• Ability to perform routine tasks with minimal supervision.

• Initiative.

• Ability to operate standard garden power tools and machinery.

• Effective communication and interpersonal skills.

• Ability to see delegated tasks through to completion.

The successful applicant needs to:

• Have Working with Vulnerable People Registration.

• Complete Professional Development Courses required by Catholic Education.

• Be physically capable of performing the duties required.

• Be flexible regarding work hours: occasional additional work may be required outside standard work hours.

There will be three month probation period from date of commencement. Permanency will be granted if employee is performing all duties satisfactorily.