<table>
<thead>
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<th><strong>St Philip’s College</strong></th>
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<tbody>
<tr>
<td><strong>POSITION TITLE</strong></td>
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<td><strong>PURPOSE of the POSITION</strong></td>
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| **DESCRIPTION OF THE ROLE** | ▪ Working as a team be responsible for supervision of staff  
▪ Ordering and maintaining stock supplies  
▪ Specific cleaning tasks as assigned to you.  
▪ Other duties as directed. |
| **DIRECTLY RESPONSIBLE TO** | ▪ Business Manager  
▪ Headmaster or his Delegate |
| **SPECIFICALLY RESPONSIBLE FOR** | ▪ The overall cleaning of the College. |
| **SPECIFIC AREAS OF LEADERSHIP REQUIRED** | ▪ Practical common sense  
▪ Ability to work as part of a cohesive team. |
| **PROVIDE SPECIFIC ADVICE TO** | ▪ The Business Manager |
| **EXTENT OF AUTHORITY** | ▪ Team leadership  
▪ Team Rosters  
▪ Purchase of cleaning supplies and equipment as required. |
| **REQUIREMENTS FOR THE POSITION** | ▪ Commercial Cleaning Experience, an advantage  
▪ The ability to communicate well with peers and strive to maintain a friendly team environment.  
▪ First aid certificate |
| **KNOWLEDGE REQUIRED FOR THE POSITION** | ▪ Thorough knowledge of all the necessary aspects of cleaning  
▪ Knowledge of Occupational Health and Work Safety with respect to cleaning standards. |
| **EXPERIENCE REQUIRED FOR THE POSITION** | ▪ Competent in stripping and polishing floors  
▪ Have knowledge in the running of a commercial laundry  
▪ Must have worked in the cleaning industry.  
▪ Proven knowledge of the use of commercial cleaning equipment. |
| **PERSONAL AND INTERPERSONAL ABILITIES** | ▪ Ability to work within a team  
▪ Able to work unsupervised |
| **SUPPORT FOR THE MISSION STATEMENT AND OBJECTIVES** | ▪ Support the Christian ethos of the college  
▪ Respect the cultural values of the staff, students and families |
| **REMUNERATION** | ▪ This is a permanent position.  
▪ Superannuation paid as per current legislation  
▪ Salary, Award salary negotiated dependant on experience |

June 2004