

Cleaners

New College UNSW

Position Description

New College

New College and New College Postgraduate Village, UNSW are university residential colleges, affiliated with the Anglican Diocese offering accommodation, academic support and pastoral care to over 500 university students.

1. Role Description

These full-time cleaning positions at New College and New College Postgraduate Village will be primarily responsible for the cleaning of common area (e.g. foyers, reception areas, and corridors, function and games rooms), office spaces, as well as apartment and studio accommodation rooms, including kitchen and bathroom spaces. Cleaning staff will work closely with the Maintenance and the Office staff to provide clean and attractive accommodation for the students who reside in the college and for casual guests.

2. Specific Responsibilities

Specific responsibilities include:

- Cleaning office areas, corridors, foyers, bedrooms and toilets etc, to pre-determined standards and for the efficient use of cleaning materials as directed by the Maintenance and Cleaning Supervisor
- Removing used linen from student bedrooms and supplying fresh linen to the rooms
- Ensuring stocks of cleaning supplies in the storerooms is adequate, as well as maintaining a stocktake of linen supplied from the contracted linen service, and notifying the Supervisor when cleaning supplies and fresh linen need to be re-ordered
- Carrying out additional cyclical cleaning as directed by the Maintenance and Cleaning Supervisor
- Ensuring that cleaning equipment is used in the correct manner according to its functions and that equipment is maintained in a safe condition by reporting defects to the Maintenance and Cleaning Supervisor, as soon as possible
- Assisting in the general safety/security of the building by reporting immediately to the person in charge any equipment that has malfunctioned, electric light bulbs that have failed, hazards such as slippery floors or stairs, and the failure of locks on doors, that are encountered during cleaning operations
- Inspecting all areas under your control and ensuring standards have been met. Recording any faults or damage and following correct procedures to ensure repairs are carried out
- Maintaining all cleaning, health and safety and legal documentation as required
- Being fully aware of and compliant with College security, fire regulations and all other aspects of health and safety

As well, you will need to understand that:

- Your job title does not define or limit your duties and that you may be required from time to time to carry out other work consistent with your role at your supervisor's request.
- We also reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working

3. Reporting Relationships

The cleaners will report to the Maintenance and Cleaning Supervisor. It is also expected that strong professional working relationships will be maintained with all college staff and a courteous and helpful manner with residents and guests.

4. Performance Indicators

The Cleaners will have performed their role if:

- A clean, tidy college environment is maintained.
- Residents and casual guests enjoy well maintained accommodation.
- Waste and rubbish removal from the common areas and living spaces is properly carried out.
- A safe and healthy work environment is made available to employees of the college.

5. Required Documentation

- National Police Check
- Working With Children Check
- COVID Vaccination Certificate/Medical exemption document

6. Housekeeping Entering, Leaving, Cleaning & Reporting Guidelines

The following is to outline the expected behaviour in the regard to Housekeeping staff, and residents.

- Prior to entering a resident's room — knock firmly three times on the door with staff advising that it is housekeeping in a clear & loud voice.
- If no response then open the resident's door, slightly (approx. 12cm) before entering the room and again in a clear loud voice advise it is housekeeping entering the room
- For the third time the housekeeper will call in a clear & audible voice housekeeping after three seconds if no answer is received the housekeeper will enter the room.
- The cleaning of the room will commence with the removal of the rubbish bin. Linen will be changed once a week — new sheets will be exchanged for old.
- The floor will be vacuumed & the room will be exited without any delay, no resident's property is to be touched or moved regardless of its position by the housekeeping staff.
- When leaving the room, the housekeeping staff will ensure that the door is closed & locked by checking that this is the case.
- If there is any damage to the room or resident's property during cleaning the housekeeper will report it to their supervisor who will inform the Maintenance and Cleaning Supervisor to the extent of the problem.

We believe that the above Guidelines give you a fair and realistic opportunity to meet our cleaning standards. However, failure to follow these guidelines means that disciplinary action may be taken.

Application Deadline: 23rd June 2022

Position: Full time/permanent

Salary: \$40,000.00 – \$60,000.00 per year

Please send a cover letter and resume to maintenance@newcollege.unsw.edu.au