



Maintenance and Cleaning Positions

'Inspiring Minds, Hearts & Spirits'

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

Red Bend Catholic College is currently seeking staff in the following roles

- Maintenance
- Cleaning
- Bus Driver

Successful applicants will be required to demonstrate a willingness to support the Marist-Mercy traditions of the College.

General hours of work for Maintenance and Cleaning staff are between 6am and 4pm, Monday to Friday. Some flexibility allowed within these hours, up to 38 hours per week.

Positions are initially on a casual basis.

Bus drivers are generally employed on a split shift of 6am to 9am and 3pm to 6pm, Monday to Friday. There are also some opportunities for boarding transport during the afternoon and evening, Monday to Friday.

Applicants should forward a written application, supported by a personal and professional resume, giving details of background and experience, including two referees and a current Working With Children Check. Applicants are required to complete the Red Bend Catholic College application form (download from <https://www.redbendcc.nsw.edu.au/employment>)

Please apply by email to **employment@redbendcc.nsw.edu.au**

Privacy

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

Equal Employment Opportunity

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

Selection Criteria

Essential

- Demonstrated willingness to support the Marist-Mercy traditions of the College.
- Previous experience in working with and relating to young people
- Ability to work in a team environment
- Current First Aid Certificate
- Driver's Licence
- Working with Children Check
- Double Vaccination Status COVID-19 under NSW Public Health Order
- Maintenance and Driving - Light Rigid to Heavy Rigid Vehicle Licence

Positions are classified as General Operational Staff under the NSW Catholic Independent Schools (Support Staff - Model C) Enterprise Agreement 2020.

Casual rate in Maintenance and Cleaning is generally \$30.03 per hour.
(A split shift allowance is paid to bus drivers as well as a higher rate.)

Position Descriptions

CLEANING STAFF

Responsible to: Business and Operations Manager

Major Duties, but not limited to:

- To act in a professional manner when dealing with students, staff, management and the general public.
- To follow all WHS regulations and work cover recommendations.
- To participate in any inservices, seminars or other training sessions run by the College or required by the Business Manager and/or Management.
- To uphold the Catholic Ethos of the College

DORMITORY CLEANERS

Daily

- Clean all bathrooms/toilets
- Clean all kitchen areas
- Vacuum all dormitory areas
- Clean windows/benches as required
- Report all maintenance issues to the Maintenance Coordinator

Weekly

- Clean all staff areas

CLASSROOM CLEANERS

Twice Weekly

- Vacuum all classrooms and/or mop/polish all floors
- Empty all bins
- Pick up papers
- Wipe down all desks/chairs
- Clean windows as required
- Report all maintenance issues to the Maintenance Coordinator

Holidays and Exeats

- Clean all fridges and remove all leftover food
- Wash all windows
- Clean all skirting boards

MAINTENANCE STAFF

Responsible to: Maintenance Coordinator

Primary Role: To do tasks as required by Maintenance Coordinator

- Help maintain the gardens and ovals at the school, which includes but not limited mowing, weeding, and edging
- To Empty bins and clean the yard
- To Assist on the farm if required
- To deliver food or items to the dorm or other areas of the school as required.
- To pick up items from town or do deliveries as required
- To fix and maintain equipment around the school as required
- To clean classrooms, dorms, toilets as required if other staff are absent
- Driving and transport of students when required
- To advise the Maintenance Coordinator of any equipment that is damaged and any WHS concerns.
- To assist other Maintenance staff with duties as directed by the Maintenance Coordinator.
- To act in a professional manner when dealing with students, staff, management and the general public.
- To follow all WHS regulations and work cover recommendations.
- To participate in any inservices, seminars or other training sessions run by the College or required by the Business Manager and/or Management.
- To uphold the Catholic Ethos of the College

The Employer reserves the right to vary this position description in response to changing needs.