



## Cleaning Staff - Casual

### *'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 enthusiastic candidates for casual cleaning roles.

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

General hours of work for Cleaning Staff are between 5am and 7pm, Monday to Friday. Some flexibility allowed within these hours, up to 38 hours per week.

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](mailto: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
- Working with Children Check

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

## **CLEANING STAFF**

**Responsible to:** Maintenance Coordinator / Business Manager

**Primary Role:** Cleaning of school facilities including classrooms, offices and boarding residences

- Vacuum all classrooms/office and/or mop/polish all floors
- Empty all bins and Pick up papers
- Wipe down all desks/chairs
- Clean windows as required
- Report all maintenance issues to the Maintenance Supervisor
- Holidays cleaning including washing of windows, skirting boards and fridges
- Boarding residence cleaning includes cleaning of all areas, kitchens, bathrooms
- 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.