

Pymble Ladies' College

POSITION DESCRIPTION

Title: Lead Cleaner – Vision Valley

Reports to: Operations Manager – Vision Valley

Position Purpose and Objectives

The Lead Cleaner – Vision Valley, has a responsibility for the overall cleanliness and sanitisation of the Pymble Ladies' College Vision Valley Campus, to ensure the safety and enjoyment of all visitors to the site. In addition to carrying out cleaning on a structured schedule, the ordering of supplies and the organisation of cleaning storage areas. The Housekeeping Coordinator – Vision Valley will also manage and oversee casual cleaners.

Vision Valley is Vision Valley is *Pymble's* Outdoor Education Campus and home to the College's Outdoor Education and Experiential Learning Programs. Set on 100 acres of cleared grassland and native bushland, Vision Valley includes accommodation in four lodges for 220 people, a main centre with dining hall, auditorium and classrooms, camping areas and extensive outdoor adventure equipment and resources.

This is a full-time role working five days per week across seven days. This role reports to the Operations Manager – Vision Valley, and ultimately to the Head of Campus – Vision Valley.

Core Job Role Accountabilities

1. Cleaning

- 1.1 Clean and present the Vision Valley built environment to a high standard working to program and seasonal schedules.
- 1.2 Stock and supply the site with required resources and consumables.
- 1.3 Manage and maintain cleaning storage areas.
- 1.4 Perform and document routine inspections and maintenance.
- 1.5 Carrying out cleansing tasks and special projects.
- 1.6 Notify management of faults, breakages, deficiencies or the need for repairs.
- 1.7 Make adjustments and minor repairs within skill set.

1.8 Direct and supervise casual cleaners.

2. Housekeeping

2.1 Manage the Vision Valley laundry service.

2.2 In partnership with the Maintenance Team ensure that built environment areas of the campus are presentable and welcoming for guests.

3. Communication

3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

4. Risk and Compliance

4.1 Report directly to the Principal on any matters relating to child protection.

4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

4.3 Be informed of and follow all relevant health and safety regulations, including a sound knowledge of deep cleaning procedures relating to disease control.

5. Professional Learning

5.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

6. Other duties may be required from time to time

Core skills, knowledge and experience

- Willingness to support the ethos and values of Pymble Ladies' College.
- Proven working experience as a Cleaner.
- Proven ability to lead others in a team environment.
- Ability to handle heavy equipment and machinery.
- Knowledge of cleaning chemicals and supplies.
- Familiarity with Material Safety Data Sheets.
- Current knowledge of deep cleaning procedures and protocols.