

## Schedule One – Position Description

**POSITION DUTIES:** The **Caretaker** is responsible to the Principal through the Business Manager. The primary responsibilities of this position across the whole school are:

### Toilets

- the floors must be cleaned of paper / rubbish every day
- the toilets seats must be wiped clean after a spray of disinfectant every day
- the toilet roll holders must be fully stocked with paper on Monday, Wednesday and Friday
- the toilet bowls must be cleaned with a brush twice a week – Wednesday and Friday
- the floors must be physically washed once a week – Friday
- wipe down mirrors on Monday, Wednesday and Friday
- clean hand washing troughs once a week – Friday
- ensure that paper towels are always in stock
- ensure that hand wash detergent is always stocked
- keep urinals free of any foreign substances
- ensure that sufficient stocks of consumables are always kept (paper; cleaning materials)

### Parental Cleaning Duty

- store coloured cleaning buckets in internal cupboard of Primary boys toilets
- place buckets out for use by parents by 2:45pm each Tuesday and Friday afternoon
- ensure that each bucket has sufficient cleaning liquids and materials for use
- return buckets to cupboard at the end of cleaning duties by nominated duties

### General Cleaning

- empty garbage bins in each class, staff rooms and toilets every day
- empty recycling bins in staff rooms, ELC, Library and administrative areas once a week
- pick up any rubbish located on site
- clean and wash out garbage bins at the end of each term (or earlier if required)

### Security

- ensure that all windows are locked in every room
- ensure that all doors are locked prior to leaving the site
- ensure that the School's security is armed up prior to leaving site
- attend site after-hours if called upon to do so by the Business Manager

### Grounds

- always keep the ELC / School grounds in tidy state (pruning, mowing & whipper-snipping)
- ensure that there are sufficient supplies (eg. bags, petrol, nylon line, etc.) to keep grounds tidy
- keep all equipment in a state ready to use and ensure that repairs are undertaken in a timely manner (check with Business Manager re. costs)

### Other

- put away free-standing aluminium seats in nearest classroom at the end of each week
- assist with working bees as and when required
- assist with setting up / clearing away furniture for School events
- perform non-specialised repair and maintenance work
- report defects, maintenance issues, and OH & S issues promptly to Business Manager
- other tasks as directed.