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## IMMANUEL LUTHERAN COLLEGE

### JOB AND PERSON SPECIFICATION

#### CLEANING SUPERVISOR

<b>POSITION TITLE:</b>	Cleaning Supervisor
<b>LOCATION:</b>	Buderim Campus
<b>RESPONSIBLE TO:</b>	Business Manager
<b>REPORTS TO:</b>	Property Manager
<b>SALARY AND CONDITIONS</b>	Level 4 of Schedule 10 – Queensland Lutheran Schools Single Enterprise Agreement 2020
<b>COMMENCEMENT DATE:</b>	August 2022
<b>TENURE:</b>	Full-Time

## **Position Purpose**

The Cleaning Supervisor is primarily responsible for leading and supervising the cleaning department to ensure high standards of presentation at all times. This is a hands-on role and requires an ability to lead and motivate a team but also work within the team.

## **Relationships and Authority**

The Cleaning Supervisor is responsible to the Business Manager of Immanuel Lutheran College through the Property Manager.

## **Qualifications**

- Current Certificate in First Aid (or be willing to obtain during first year of service).
- Unrestricted Drivers Licence
- Possess current Suitability Card from the Commission for Children and Young People and Child Guardian for working with children (if successful applicant does not currently hold one of these cards, an application form will be forwarded with offer of appointment).

## **Personal Competencies and Qualities**

- Adaptable and flexible
- Ability to take responsibility and to show initiative
- Capacity to work in a team and lead a team
- Ability to communicate effectively with a wide range of people
- Highly developed problem solving, communications and documentation skills
- Demonstrate practical knowledge and problem-solving strategies
- Ability to work under pressure and a capacity for hard work
- Ability to appreciate the needs of the whole school
- Sound level of computer literacy
- Positive and proactive approach to continuous improvement
- Excellent attention to detail
- Excellent time management skills
- Excellent personal presentation

## **Knowledge and Experience Requirements**

To be considered you must have the following knowledge and experience:

- Prior experience in a senior housekeeping position ideally within a 4 / 5-star hotel or independent educational environment.
- Critical to your success will be an in-depth knowledge of housekeeping services, including a solid understanding of effective cleaning methods, equipment, chemical use, and manual handling techniques
- Your demonstrable knowledge of rostering and scheduling, along with extensive experience in staff management, are essential to your success.
- A hands-on approach with strong leadership skills and the ability to successfully train, guide and mentor staff.

## **Key Accountabilities**

### ***Leading and Supervision***

- Develop and implement consistent cleaning procedures and standards
- Formulate and maintain cleaning schedules and matching staff rosters to ensure a consistently high standard of cleaning across the campus.
- Ensure cleaning standards are met and maintained in all facilities, and report shortcomings/faults to the Property Manager.
- Ensure all assigned duties are carried out, and that resources are efficiently utilised.
- Ensure that the school's policies and procedures are adhered to by staff.
- Act as a communication conduit between management and cleaning staff.
- Monitor and report absenteeism to the Property Manager.
- Where required, gather and provide information on a daily, monthly and annual basis, including schedules, consumable issues and usage etc.
- Monitor standards and compliance of work performed by outsourced contractors.
- Monitor and assist in planning for holiday work requirements (term break cleaning work).
- Liaise with the Property Manager on a daily basis regarding priorities and assist in the planning of calendar events.
- Monitoring room cleanliness standards through daily inspections.
- Monitor labour costs and productivity output according to occupancy levels.
- Develop and oversee the Cleaning Budget.

### ***Equipment***

- Routinely check all equipment. Repair or replace items as needed.
- Report faulty equipment to the Property Manager within 12 hours of breakdown.
- Assist the Property Manager to maintain the asset register.

### ***Cleaning***

- This is a hands-on role and therefore requires the supervisor to be an active member of the cleaning team and complete duties as defined in the J&P for Cleaners.
- Take on the role of day cleaner and respond to cleaning needs as they arise.

### ***Stock Control***

- Maintain and control use of stock, equipment and consumables.
- Purchase consumables, equipment and materials relating to the cleaning department.

### ***Work Health and Safety***

- Actively promote Health and Safety and report any breach directly to the Property Manager.
- Ensure that all staff wear appropriate PPE and undertake work in a manner that ensures their safety.
- Ensuring appropriate chemical safety and Work Health and Safety standards and practices are maintained.
- Comply with the responsibilities of this position as detailed in the Work Health and Safety policy and procedures relating to this position
- Report all accidents, incidents, near misses and hazardous situations or conditions arising in the course of work using the College's reporting mechanisms for these matters

### ***Other Duties***

- Assist the Operations Team with parcel deliveries
- Oversee and assist with waste management across the campus
- Other duties as outlined by the Property Manager

### **Hours of Duty:**

Working hours to be negotiated to suit College requirements (**flexible working hours required**).

Primarily the working hours will be 38 hours per week, Monday to Friday. Typically, the Cleaning Supervisor's hours will be 5am to 1pm.

Immanuel Lutheran College runs a split cleaning roster which means a morning shift 5am – 8am then afternoon shift 2:30pm – 6:00pm.

### **Salary and Conditions**

The position of Cleaning Supervisor is a full time permanent position with a six month probation period. Thereafter the position will be subject to a biennial performance reviews to be conducted by the the Business Manager and/or their nominee.

Salary: Level 4 of Schedule 10 – Queensland Lutheran Schools Single Enterprise Agreement 2020

Leave: 4 weeks annual leave plus 17.5% loading

### **Additional Information**

This job and person description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of the Cleaning Supervisor position at their discretion in order to most effectively serve the needs of the College.