

POSITION DESCRIPTION

Position Title:	Day Cleaner – Permanent Part-time
Reports to:	CEO
Internal Liaisons:	Administration, Trainers, Room Hirers
Award:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010
Remuneration:	As per the MA000022 – Cleaning Services Award Pay Tables
External Liaisons:	Centre Users, General Public & Suppliers

Organisational Details
Living & Learning Pakenham Inc. (LLP) is a Learn Local Community College and Neighbourhood House providing opportunities to all Cardinia residents to participate in adult education and employability skill development, arts, culture and wellbeing opportunities. The vision of Living & Learning Pakenham Inc is to have active and thriving programs to empower our clients through the provision of high-quality education, social support, community connectedness and enhanced employment opportunities. LLP receives regular funding from the Victorian Department of Health and Human Services, Cardinia Shire Council, Department of Education and Early Childhood Development. Specific projects are funded from other sources on a project-by-project basis. For further information including the House program of activities and values is available at http://www.livinglearning.org.au
Organisational Values
Our Vision A healthy and connected community that thrives on a foundation of justice, equality and social inclusion Our Mission • Alleviate disadvantage within 'at risk' communities • Proactively respond to identified need, by designing and implementing projects and programs that deliver skills and resources to enable full and effective participation in society • To empower the marginalised and vulnerable in our community by providing highest quality education, support, employability skills and community connection • Be the preeminent provider in Cardinia Shire of services enabling participation regardless of cultural, socio-economic or educational background Our Core Purposes

Environment

- A safe and welcoming environment to all who enter the building
- Ensure that children who are present or are involved in any way with our programs are safe and their wellbeing assured

Provision

- Evidence based response to community needs
- Services with learning and development outcomes to enhance the opportunities of disadvantaged individuals and groups, including the long-term unemployed
- Education and programs for people from migrant and refugee backgrounds or those seeking asylum
- Computer literacy programs for essential participation in the digital world with an emphasis on the long-term unemployed, the aged, isolated or those people with a disability. Public access to free internet
- Education and activities to support young people facing barriers to employment and work experience
- Tailored learning programs and specialised education in an alternative school environment that is designed to facilitate the provision of education to those that are unable to continue education in mainstream schools
- Community garden and social enterprise seedling nursery
- The hub 'hot desk' space for community service providers

Relationships and Partnerships

- Relationships and partnerships with all levels of government and community groups
- Pursue new opportunities to alleviate disadvantage and target those 'at risk' in our community
- A range of services and programs which will enable access to employment and the achievement of high levels of social connectedness
- Diversity at its best. Projects and programs that foster wellness and social connectedness, justice, equity and social harmony

RESPECT - We approach everything we do with integrity and respect for the dignity of each individual.

SOCIAL JUSTICE - We recognise and support the rights of all community members to participate fully in society.

INCLUSION - We prioritise culturally safe and inclusive practices.

DIVERSITY - We celebrate difference and acknowledge all community members as equals.

EQUITY - We acknowledge systemic discrimination exists and support equal access.

STATEMENT OF COMMITMENT TO CHILD SAFETY

LLP promotes participation and inclusion in a caring, supportive environment contributing to the social, cultural development and wellbeing of individuals and the community.

Living and Learning Inc., Pakenham is committed to safety and wellbeing of children and young people. This commitment is at the centre of everything we do and the decisions we make.

LLP has zero tolerance for any forms of abuse.

In all its forms of service delivery LLP is committed to providing a safe environment where all people, including children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the cultural safety of Aboriginal people, including Aboriginal children and people of culturally and/or linguistically diverse backgrounds, including children from culturally and/or linguistically diverse backgrounds, as well as the safety of people with a disability, including children with a disability.

Every person involved in LLP has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all people, including children and young people is at the forefront of all they do and every decision they make.

Overall Responsibilities

To manage the cleaning functions of the Centre on a daily basis and provide a smooth transition for the next working day.

The ideal candidate will be passionate about providing a clean and hygienic environment. LLP is looking for a cleaning specialist who will exceed expectations, ensuring all toilets are sparkling, floors are spotless, and all rubbish is removed as per the waste schedule.

Key Performance Areas

- Sweeping, vacuuming and mopping of all floors
- Emptying rubbish bins
- Servicing toilets and wiping down communal surfaces
- Cleaning glass/windows to remove grime and fingerprints
- Conducting a deep clean during term break as identified
- Ensure outside walkways remain clear and free of debris
- Notify Administration of any repairs required
- Mix and dispose of all cleaning solutions appropriately and ensure chemical safety protocols are followed
- Putting the rubbish bins out once per week for Shire pick up and retrieving them the next day
- Stacking the dishwasher and unpacking the dishwasher once washed
- Locking of all rooms each night once cleaned
- Checking windows are locked in each room and ensure heating/air-conditioning unit is turned off
- Ensure all lights in rooms are turned off
- Informing Administration of any cleaning products to be ordered
- Ability to handle heavy equipment and machinery used in cleaning as per OH&S requirements
- Ability to walk, bend, push, pull and lift repetitively during working hours
- Knowledge of cleaning chemicals, proper storage and disposal methods
- Excellent communication skills and the ability to work as a team
- Self-motivation and the ability to identify and complete needed tasks without direct supervision
- Other relevant duties as requested

Occupational Health and Safety

- Create, maintain and foster a safe work environment at all times
- Be familiar with the LLP evacuation procedure
- Report any hazards to the Office staff
- Report any accident/ incident to the Manager/Office Staff

Risk Management

- Be familiar with Living Learning Pakenham Risk Management Policy
- Report any incidents that pose a risk to students staff or visitors to the centre
- Report any damage to property to the Office
- Be familiar with Living Learning Pakenham's privacy policy
- Be familiar with the centres locking up procedure

Qualifications and Experience

- Experience and qualifications in the relevant subject matter

Key Selection Criteria

- Well-developed communication skills
- A Police Record Check (*including proof of identity*) no older than 12 months old at the beginning of employment at LLP. An International police check is required for applicants who have lived overseas for 12 months or longer in one country in the last 10 years.
- A valid working with children's check card (*or ability to obtain prior to or upon commencement*) and must update details to include LLP via the MyCheck account.