

Position Description



Job Title:	Cleaner & Building Maintenance Casual
Business Group:	Business Administration
Section:	Building Services
Directly Reports to:	Building Services Supervisor (BSS)
Classification:	Commercial
EA Classification:	Events Grade 1
Working hours:	Working hours vary, depending on the needs of the organisation)
Date Revised:	November 2024

PRIMARY OBJECTIVE

The role of the Cleaner & Building Maintenance Casual is to ensure the premises occupied by Arc @ UNSW Limited (Arc) are clean, orderly, and in good condition on a daily basis.

The Building Services division is part of a centralised support service within the Business Administration Department. The department is responsible for all cleaning and maintenance services including:

- Maintenance of Building Fixtures & Fittings (Internal & External)
- Management of Organisation's Asset Movements
- Management of Assets
- Organisational Security
- Security Access Management
- WHS
- Coordination & Management of External Contractors
- Service Call Management

KEY RELATIONSHIPS

Internal

- Arc Staff & Volunteers

External

- UNSW Student/Staff
- Contractors

KEY TASKS & ACCOUNTABILITIES

- Ensure floors are clean, vacuumed or mopped as required.
- Ensure walls, windows, skirting board, power points, stairwell rails and other relevant building structures are wiped and cleaned as required.
- Clean desks and tables daily and ensure no food & dirt.
- Clean all toilets and replenish consumable in accordance with the Supervisors roster.
- Empty waste bins or similar receptacles, transporting waste material to designated collection points.
- Clean kitchens, sink areas, dish trays, inside of microwave ovens & refill paper towels as required.
- Use electrically powered equipment as required.
- Use chemical agents as directed by the BSS.
- Move heavy furniture, equipment and boxes.
- Assist with the setup, arrangement and removal of decorations, tables, chairs etc pre and post Arc meetings and events.

- Take directions from the BSS at all time noting that priorities, tasks or time shift may change to suit Arc's operational requirement.
- Undertake any ad hoc and reasonable requests by Arc office staff regarding cleaning requirements.
- Drive vehicles required to perform or travel to cleaning work.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Strong "can-do" attitude, co-operative and strong work ethics.
 - Knowledge of WHS and willingness to complete WHS training and other training as required.
 - Good communication and understanding of instructions.
 - Desirable: 2 years' experience in general cleaning within corporates and offices.
 - Desirable: Relevant trade qualification (e.g. Chemical Handling certificate).
-
- Ability to use electrically powered equipment.
 - Previous experience in cleaning and maintenance.
 - Ability to work independently.
 - Good communication skills.
 - Ability to lift large, heavy objects.