



Position Description

Cleaner – St Mary’s Cathedral Precinct

Reporting to:	Services Manager, St Mary’s Cathedral House
Department:	St Mary’s Cathedral
Location:	2 St Mary’s Road, Sydney
Employment Status:	Full-Time (37.5 hours per week on a flexible rotating roster)
Modern Award Coverage and Classification:	Miscellaneous Award – Level 2

The Position:	The Cleaner role will have the following responsibilities: - Ensuring all cleaning duties allocated by the Services Manager and at times General Manager be completed efficiently and to a high standard - Keeping the precinct and all its facilities in a clean and highly presentable condition that is welcoming for visitors, guests and parishioners
Responsibilities:	The Cleaner is accountable to the Services Manager, and will be able to perform the inherent requirements of the job, including those duties outlined below: - Carry out cleaning duties within the Precinct nominated by Service Manager, as documented in the SMC Cleaning Procedures. Duties includes, but not limited to, sweeping and cleaning pavements, cleaning bathrooms, vacuuming floors, mopping floors, dusting and wiping down all surfaces, rubbish collection and removal, disinfecting public access doors etc. to maintain a very high standard of cleanliness across the Precinct - Ensuring that the cleaning standards comply with the Precincts Standard Operating Procedures - Flexibility and responsiveness to meet the operational needs of the Precinct - Cleaning allocated areas to a very high standard with consideration to hygiene, safety and visitors needs - Advising Service Manager when stock levels including but not limited to; cleaning equipment, cleaning materials and supplies are low - Adherence to directions provided by Services Manager and General Manager - Ensuring lost property is handed into front office - An awareness of and compliance to the water management systems standards at the Precinct

- Understand and follow all Work Health and Safety procedures
- Notify Services Manager of occurring deficiencies or needs for repairs
- Maintain an awareness of new cleaning methods and products
- Provide support to other cleaning staff, as required
- Other duties as requested

Inter-relationships: The Cleaner will interact with the following internal and external individuals and groups:

- Services Manager, Dean, General Manager, Clergy, other team members and suppliers at the Precinct
- Catholic Archdiocese of Sydney Chancery team members
- Sydney Catholic Schools (both individual schools and Sydney Catholic Schools offices) and other Diocesan Schools, such as those of surrounding Dioceses
- Parish Priests and parish staff

Qualifications and Experience: The ideal Cleaner will have:

- Minimum of 2 years relevant experience
- A personal and demonstrated commitment to the ethos and values of the Catholic Church
- Demonstrated commitment to customer service
- Good knowledge of building cleaning practices, supplies and equipment, including environmentally friendly and septic safe products;
- Ability to use building cleaning supplies and equipment
- Ability to understand and follow simple oral and written directions
- The ability to be adaptable and problem solve
- Current Working with Children clearance in NSW
- Current CPR and First Aid certifications (however not essential)

Personal Attributes: The Cleaner will demonstrate the following attributes:

- Self-motivated and dependable
- Good verbal and written communication skills
- Attention to detail
- Excellent integrity and good interpersonal skills
- Professional manner and presentation

- Excellent team player
- Sound time management skills
- An awareness of personal and professional boundaries

Performance
Management:

The performance of the Cleaner will be assessed on a regular basis having regard to:

- Performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Ability to develop and maintain relationships with key stakeholders
- Ability to work to protocols and processes of the Archdiocese of Sydney

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.