

POSITION DESCRIPTION

POSITION TITLE: Domestic Cleaner - Weekend

RESPONSIBLE TO:
Operations Manager
Domestic Supervisor

SELWYN COLLEGE VALUES/TE MARU PŪMANAWA TIKAKA

Selwyn College/ Te Maru Pūmanawa is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as *“an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members”*.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Hauora/Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

KEY RELATIONSHIPS/HONOKA MATUA:

- Operations Manager
- Senior Staff
- Domestic Supervisor
- Other College Staff
- Students in residence
- Sub Wardens

POSITION PURPOSE/TE MAHI:

Ensure the cleanliness of the designated areas are maintained to high standard throughout the year.

Prime functions include:

- To be responsible for areas designated by the Domestic Supervisor or the Operations Manager.
- To plan and organise key tasks as per the designated work schedule assigned by the Domestic Supervisor.
- To ensure new procedures are implemented as directed by your supervisor or the Operations Manager.

ACCOUNTABILITIES/KĀ HAEPAPA:

Key responsibilities include, though are not limited to, the following (see schedule of tasks for more task specifics):

1. Cleaning

- Clean bathrooms, toilets, and kitchens with appropriate chemicals.
- Collect rubbish from all kitchens, bathrooms and bedrooms and dispose appropriately; replace bin liners when required.
- Vacuum entranceways, hallways, common areas and bedrooms.

2. Other

- Report any unwell students to the Duty phone (Batman, Saturday and Sunday).
- Report identified damages to the Duty phone (Batman) Saturday and Sunday's. Damages may include doors and locks, carpet spills, (even if cleaned by the student), walls, and other fixtures and fittings.
- Report any alcohol, prohibited materials to the Duty Phone (Batman, Saturday and Sunday).
- Develop good interpersonal relationships so that the residents and staff enjoy harmonious relationships within the College.
- Complete any additional tasks requested by the Operations Manager.

EXPECTED OUTCOMES/KĀ TUKUKA IHO:

Expected outcomes of the position are being achieved when:

- Duties are consistently carried out without the need for close supervision;
- An acceptable volume of quality work is produced;
- Designated areas are attractive, clean and hygienic;
- Relationships with residents and staff are harmonious.

PERSON SPECIFICATION/TOHU TĀKATA:

Required competencies and experience:

- Ability to follow instructions.
- Competent with the use of cleaning chemicals and equipment.
- Willingness and ability to interact and relate well to residents and other staff.
- Good physical fitness.

INDIVIDUAL SPECIFIC ACCOUNTABILITIES:

1. Personal
Behaviour and Role <ul style="list-style-type: none">○ Adhere to organisational values, policies and guidelines, and consistently role-model these in behaviour;○ Translate the College's values into professional practices, decision making and actions;○ Individually accountable for ensuring the tasks and responsibilities of the position are understood; and for the quality of individual work, performance and behaviour;○ Proactively contribute to the College in achieving relevant planned objectives.
Health and Safety <ul style="list-style-type: none">○ Act and work in a manner compliant with current health and safety at work legislation and College policies;○ Role model safe behaviour and practices, contribute to 'zero preventable harm' and a safe work environment, including raising workplace health and safety concerns for self, students, visitor's and other staff.
Sustainability <ul style="list-style-type: none">○ Act in a manner consistent with the College's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.
Reputation <ul style="list-style-type: none">○ Represent the interests of the College and University of Otago and champion all that is great about working here.
Student Experiences and Outstanding Campus Environment <ul style="list-style-type: none">○ Act in a manner which contributes to outstanding student experiences and a professional, collegial workplace.

2. Service Delivery
Risk Management <ul style="list-style-type: none">○ Identify, report and where possible, rectify, workplace health and safety concerns within work area, alerting other relevant parties to those in their workplace;

INDIVIDUAL SPECIFIC TASKS: Specific routine cleaning instructions are as follows:

2. Daily Tasks – Saturday and Sunday.
Bathrooms and Toilets – Sitewide, every building <ul style="list-style-type: none">○ Scrub bathroom floors.○ Clean Showers, toilets, and basins.○ Clean Mirrors using the appropriate product and ensuring smear free.○ Replace Bathroom mats only if needed.
Kitchenettes/Laundry's <ul style="list-style-type: none">○ Ensure all rubbish is removed from the area.○ Give a thorough wipe down to all kitchen surfaces, if needed mop the floor.
Hallways and Entranceways <ul style="list-style-type: none">○ Ensure no rubbish is in the hallways and entranceways, if an area is a mess please advise the Domestic Supervisor as it may be additional time is needed to clean these spaces.

Common Areas – Foyer and Cats

- Vacuum floors, moving furniture as necessary to give a thorough vacuum.
- Tidy area if necessary.

PARTICULARS

<i>Position Type:</i>	Permanent Part Time (11 hours per week)
<i>Hours of Work:</i>	Proposed hours of 8.30am – 2.30pm, Saturday and Sunday, during academic year; and adjusted outside semester time, e.g. 8.30am – 2.30pm, Thursday and Friday (or days to be negotiated).
<i>Remuneration:</i>	Living Wage, Kiwisaver 4% Employer Contribution
<i>Annual Leave:</i>	Entitled to five weeks per annum (preferably during university holidays)
<i>Parking:</i>	An onsite car park is provided