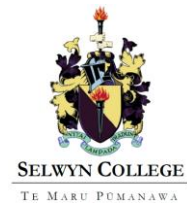


POSITION DESCRIPTION

Domestic Cleaner



POSITION TITLE: Domestic Cleaner

RESPONSIBLE TO: Domestic Supervisor

SELWYN COLLEGE VALUES:

Selwyn College 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
- *Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically

FUNCTIONAL RELATION:

- Domestic Supervisor
- Warden
- Deputy Warden; and Assistant Warden
- Property Manager
- Other College Staff
- Students in residence
- Sub Wardens

PRIME FUNCTION:

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;
- 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.

KEY RESPONSIBILITIES

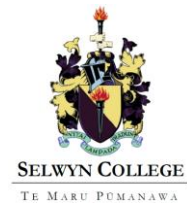
Under the direction of the Domestic Supervisor, you are responsible for the following tasks:

1. Cleaning

- Clean bathrooms and toilets with appropriate chemicals;
- Collect rubbish from all kitchens and bedrooms and dispose appropriately; replace bin liners when required.
- Vacuuming of bedrooms and hallways; and cleaning of kitchen and bathroom floors.

POSITION DESCRIPTION

Domestic Cleaner



2. Other

- Report any unwell students to the Sub-wardens or Domestic Supervisor;
- Report identified damages to the Sub-wardens or Domestic Supervisor. Damages may include doors and locks, carpet spills, (even if cleaned by the student), walls, and other fixtures and fittings;
- Develop good interpersonal relationships so that the resident and staff enjoy harmonious relationships within the College.

KEY RESULTS AREAS

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.

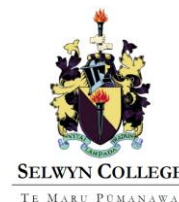
PERSON SPECIFICATION

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.

POSITION DESCRIPTION

Domestic Cleaner



INDIVIDUAL SPECIFIC ACCOUNTABILITIES:

1. Personal

Behaviour and Role

- 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.

Personal and Professional Development

- Recognise and embrace opportunities to learn, develop, improve and increase effectiveness;
- Raising recognised individual skills or knowledge gaps or other inefficiencies in role, with Manager;
- Contribute to individual performance objectives and plans, and monitor performance against those expectations, seeking regular feedback from manager in doing so;
- Fulfil mandatory/professional competency requirements, and activities identified in performance development plan.

Health and Safety

- 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

- 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

- 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

- Act in a manner which contributes to outstanding student experiences and a professional, collegial workplace.

2. People

Engage Stakeholders

- Manage key relationships with staff, students, visitors, contractors and other community members associated with the College;
- Be responsive to stakeholders and customers resolving any issues or requests in an appropriate manner;
- Communicate effectively – update stakeholders on progress and maintain strong phone, email, personal or other communication with them;
- Customer care - take the time to understand stakeholder needs and requirements and work hard to meet them.

Business Planning and Alignment

- Have a clear plan of individual work responsibilities and delivery expectations for the next period (i.e. annual or business cycle);
- Seek to understand how individual tasks and role contributes to the success of the greater team.

POSITION DESCRIPTION

Domestic Cleaner



3. Service Delivery

Operational Planning and Execution

- Accountable for resources, budgets or assets as delegated to position by the Warden;
- Proactively contribute to collaborative decision making and facilitating a professional working environment.

Risk Management

- Identify, report and where possible, rectify, workplace health and safety concerns within work area, alerting other relevant parties to those in their workplace;
- Manage compliance and risk within area of responsibility, fulfilling any mandatory/professional auditing and/ or competency requirements as requested.

Continuous Improvement

- Strive to ensure client satisfaction, proactively monitoring satisfaction levels and welcoming feedback as an opportunity to address deficits and lift performance, work and behaviour;
- Seek opportunities to improve business processes within the College in conjunction with senior staff.

SIGNED: _____

DATE: _____