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Position Description

# **FACILITIES Caretaker**

## reporting to: property manager

**About the College**

We are a Catholic College; the foundation for everything we do is our Catholic faith, which we express through our Mercy charism.

Villa Maria College aims to offer spiritual formation, pastoral care, and education in the tradition of Catherine McAuley, and the Sisters of Mercy who founded the College in 1918.

**Mission Statement:** **Empowering each young woman to determine her potential, live Gospel values, confidently embrace life-long learning and as a Mercy woman be inspired to make a difference.**

**Motto:** **That you may learn to Prize what is of Value – Ut Probetis Potiora**

**Mercy Attributes: At the heart of our College are the attributes of Mercy:**

* Education that is grounded in the Gospel.
* Respect for the dignity, worth and potential of every human being
* Concern for the poor and the disadvantaged
* Concern for justice

**Purpose of the position**

* Maintaining the safety, security and good order of the building and equipment.
* Management of delegated external contractors.
* Attending to minor items of maintenance.
* Coordinating and organising facilities for college events.

**Responsibilities and duties**

## ***management Duties***

* Management and communication of outsourced cleaners daily along with in coordination with the Executive Office the management of the Cleaning Services contract.
* Management, planning and communication with the external ground’s person.
* Management, planning and communication with the external lawn mowing services.
* Stock Management and ordering of consumables of toilets and cleaning.

## ***Daily tasks and Duties***

* Custodian duties - Unlock school gates & unlocking of classrooms and school buildings.
* Disposal of recycling daily.
* Perform emergency cleaning duties during the school day when cleaners are not on site.
* Attend to day-to-day maintenance jobs and minor repairs that do not require the services of a tradesman as requested by the Property Manager.
* Replenish toilet consumables, toilets are to be checked once daily at times when they are not being used by students.
* Cleaning of sick bay as requested during school hours.
* Maintain all hard surfaces to the line of the veranda steps tin a neat and tidy state.
* Sweep regularly and wash/scrub at least once a term grease food spillage etc.
* Thoroughly clean and check all drinking fountains each day.
* Maintain exterior of school buildings in a clean, graffiti free state along with ensuring all graffiti on internal walls is removed in a timely manner.
* All asphalt areas, pathways to be clean and weed free at all times.
* Responsibility for the running and maintenance of the college swimming pool
* Annual water testing and pool management course to be attended.
* Daily testing of pool water.
* Pool cleaner to be utilized daily in swimming season.
* Changing rooms to be kept in a clean and orderly state.
* Toilets and amenities to be kept clean.
* Assist with set up of school events including seating, tables, sound, staging and other equipment or furniture, as necessary.
* Area around the pool and paths to the pool to be kept swept and tidy at all times.
* Organisation for outside provider to manage pool in Christmas holiday period.
* Building walls to be washed, cobwebs removed, windows washed and exterior ledges cleaned at least once a term.
* Grounds Marking - according to the season, pitch, track and field marking and mowing must be carried out in line with the requirements of the teacher in charge of sport and the Sports Director.
* Grounds plant & equipment maintenance to be carried out in consultation with the Property Manager.
* Assist with the deliveries of equipment and materials to school and where necessary assist with the assembly of furniture.
* Attend regularly to the sumps and spouting.
* Promptly advise the Property Manager of all damaged or defective plant or equipment, vandalism to buildings or grounds, necessary repairs to building or grounds, with regard to any matter that might affect the health, safety and welfare of pupils and staff.
* Attend to any other duties as directed by the Property Manager or SLT.
* To relieve and provide back up for the property Manager when he is on holiday or sick in consultation with the Executive officer, Principal and or SLT.

## HEALTH AND SAFETY

All employees including full-time, part-time, casual and contractors have a role in health and safety at Villa Maria College.

Responsibilities of employees include but are not restricted to:

* Taking care for their own health and safety and that of other people who may be affected including avoiding practical jokes that could harm people and not taking short-cuts which could reduce safety.
* Following workplace safety policies and procedures including reporting incidents, near miss incidents and potential hazards.
* Using protective equipment supplied by the employer.
* Not recklessly interfering or misusing safety devices or controls.