

Position	Cleaner
Program	Administration
Term	Permanent ongoing position pending a successful three-month probation and continued funding.
Ordinary hours of work:	12.5 hours per week, usually Mon-Fri, 2:30-5:00. Occasional additional hours as negotiated.
Remuneration:	The position is paid, commensurate with experience, according to the SCHADS award.
Reports to:	Administrator
Working relationships	FLN team, program staff.
Fitzroy Learning Network	Our vision is of an egalitarian society where everyone feels safe, included and empowered. Our purpose is to foster community connection and active participation in society.
About us	Fitzroy Learning Network [FLN] is a not-for profit Neighbourhood House and Registered Training Organisation, offering structured learning, open access, individual support, and community projects. Fitzroy Learning is a hub where people feel safe to connect, be heard, and to learn and grow. Our program works to build knowledge, skills, courage, and confidence. Our focus is personalised, maximising the impact on individuals. For over 35 years, teachers, facilitators, support workers and volunteers have worked with the community to make a positive impact on people's ability to build independence and become engaged in community.
Role purpose:	The purpose of the role is to ensure that all offices, classrooms, kitchen, bathrooms, entrances and courtyard are clean and functional, and to have oversight of the facilities including maintenance needs and OH&S issues.
Key responsibilities:	This position focuses on:- <ul style="list-style-type: none"> • Cleaning • Monitoring for maintenance and OH&S issues and reporting as needed • Monitoring maintenance supplies • Following Fitzroy Learning Network's policies and procedures • Contributing to the good functioning of the organisation.

Task checklist is below.

Skills

The cleaner will have:

- Attention to detail
- Capacity to work within a flexible work environment
- Initiative
- Proven ability to work empathetically with people from diverse cultural and/or socio-economic backgrounds.
- Good communication skills

Preferred but not essential:

- Experience in commercial cleaning
- Certificate III in cleaning

To apply:

Please send your application to:-

Jane Tonkin
jane@fln.org.au
198 Napier Street, Fitzroy 3065
03 9417 2897

Please tell us about your experience and why you would like this position.

Applications close at midday on Fri 10 March 2023

We believe that the communities we support should be directly included in the way we work. For this reason, we strongly encourage applications from people from diverse cultural and language backgrounds, social housing tenants, Aboriginal and/or Torres Strait Islander people, LGBTIQ+ people, people with disabilities, and members of other marginalised communities.

Checklist

Daily tasks:

- Empty all bins and replace liners as needed [all areas].
- Damp wipe all surfaces to remove coffee rings and spillages [offices & classrooms].
- Dust telephones.
- Vacuum carpeted areas.
- Sweep and mop hard surface floors.
- Spot clean glass as required.
- Sweep and remove rubbish, as needed, from the building entrances.

Bathrooms:

- Fill dispensers - paper towel, toilet paper, and hand soap.
- Clean basins, mirrors and paper towel cabinet covers.
- Clean and sanitise toilets, inside and outside.
- Remove splash marks from walls around basins.
- Mop and rinse bathroom floors with disinfectant.

Kitchen:

- Clean and sanitise all bench tops and tables.
- Spot clean walls near bins.
- Clean tops of bins.
- Clean and sanitise sinks.
- Clean stove top as required.
- Clean any spillages in the fridges as required.
- Spot clean cabinets and exterior of appliances.
- Stack and empty dishwasher as required.
- Remove dirty cups from courtyard and replace with clean cups.
- Mop hard surface floors with disinfectant.

Weekly tasks:

- Dust all surfaces including desks, cabinets, bookshelves, windowsills, chairs, tables, pictures, and all furnishings.
- Remove fingerprints and marks from around light switches and doorframes.
- Bins out for collection on Tuesday, brought in on Wednesday.
- Clean top of kitchen range hood above stove.

Monthly tasks:

- Clean all bins inside and out.
- Vacuum all upholstered furniture.
- Damp wipe telephones using disinfectant.
- Clean fridges, ovens and microwaves.

Ongoing

- Report all maintenance issues to the Administrator.
- Advise the Administrator when supplies are low.
- Suggest improvements in cleaning systems.