



St Michael's

ANGLICAN CATHEDRAL

JOB DESCRIPTION

POSITION NAME: St Michael's Cleaner

FUNCTION & PURPOSE

To provide cleaning services for St Michael's Anglican Cathedral, Wollongong, so as to ensure that facilities at St Michael's are clean and tidy.

PAYMENT ARRANGEMENTS

The Cleaner is regarded as a casual employee under the *Modern Award MA000022*. PAYG income tax instalments are deducted as appropriate. Current pay rate is **\$27.14 per hour** (for 21+ years or part thereof for <21years), with the expectation that the duties are usually completed in a **single six (6) hour shift per week** or **two three (3) hour shifts per week**, except with the consent of a warden. The rate includes an annual leave loading for casuals.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. To clean St Michael's Offices

Task	Specific requirements
Vacuuming Church Offices	<ul style="list-style-type: none">• All of the office areas and the front meeting room.• Under furniture, however the cleaner is not expected to move the furniture.
Dusting Church Offices	<ul style="list-style-type: none">• Desks and flat surfaces, fortnightly.• Bookshelves in the outer/meeting room, fortnightly.

Cleaning Office, Bathrooms and Kitchen	<ul style="list-style-type: none"> • Clean reception desk window weekly • Wash urinal, toilet bowls and hand basins with disinfectant. • Wipe kitchen sink, bench and exterior of appliances, and door handles with disinfectant. • Empty bins in kitchen, offices and bathrooms. Wipe kitchen and bathroom bins weekly • Stock bathrooms with toilet paper and handtowels. • Mop the bathroom and kitchen floors, fortnightly. • Wipe the top of the cisterns and the window ledges monthly.
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2. To clean St Michael's Cathedral

Task	Specific requirements
Vacuuming the Cathedral	<ul style="list-style-type: none"> • Carpeted area, incl. around musical instruments (but don't bother moving them). • Raised sandstone area at front, only where needed. • Main northern entrance and southern entrance vacuumed and mopped • Timing: during the week, by Friday.
Dusting, cleaning, polishing & tidying the Cathedral	<ul style="list-style-type: none"> • Communion Table, Communion rail, and objects. • Prayer desks & pulpit at the front. • Seats and pews - straighten Bibles, check and replace/sharpen red pencils • Main foyer - top of side cupboards (remove rubbish if needed).

3. To clean St Michael's Hall

Task	Specific requirements
Cleaning Hall Kitchen and Vacuuming Halls	<ul style="list-style-type: none"> • Vacuum the floors of both halls • Empty rubbish and recycling bins in kitchen, only as needed. • Wipe kitchen sink and bench down with disinfectant, only as needed. • Replace handtowels as needed • Mop kitchen floor, only as needed. • Vacuum meeting rooms. • Dust any of these areas, only as needed. • Wipe piano. • Vacuum and mop stairs to creche.

Cleaning Hall Bathrooms (male and female)	<ul style="list-style-type: none"> • Wash urinal, toilet bowls and hand basins with disinfectant. • Mop the floor, fortnightly. • Wipe the top of the cisterns and the window ledges, monthly. • Empty bins in bathrooms. • Replace handtowels as needed
Cleaning the Children's Ministry Area (i.e. lower hall, downstairs)	<ul style="list-style-type: none"> • Dust horizontal surfaces (incl. bathroom) • Vacuum the floors

WORKING RELATIONSHIPS

The Cleaner will be responsible to the wardens, but for the performance of his/her duties, may liaise with the Parish Administrator and the Senior or Assistant Ministers.

GENERAL CONDITIONS

- St Michael's supplies the vacuum cleaner(s) and the cleaning equipment and consumables; replacements can be ordered via the Parish Administrator. By agreement, they may also be purchased by the Cleaner, during his/her work hours, for reimbursement from petty cash, upon the production of appropriate tax invoices.
- The cleaning duties should generally be performed in a *single block of six (6) hours* or *two blocks of three (3) hours*; at any time between 6:30am – 6:30pm, Monday to Friday, unless otherwise agreed with a warden. However, cleaning should not interrupt any church activities occurring during these times.
- The Cleaner will be supplied with a church master key to enable access to the Cathedral, Hall and Office (outside the times of church functions). Such access times are to be arranged and confirmed with the Parish Administrator.

PERSONAL CHARACTERISTICS

- Hard working, servant attitude, with attention to detail.
- Ability to work cooperatively with others.
- A Christian commitment of an evangelical persuasion would be an advantage.