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| Position Title: | Cleaner |
| Position Type: | Full time |
| Location: | Doxa Malmsbury Youth Camp, Glenlyon |
| Reporting Relationship: | Maintenance & Grounds Co-ordinator |
| Remuneration: | $48,135 plus superannuation for the full -time role and PBI benefits |
| Reviewed: | January, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position is responsible for cleaning and sanitisation of all Camp facilities and ensuring that the Camp is ready for purpose prior to group arrivals. It will also be responsible for maintaining COVID Safe policies and procedures throughout the camp to ensure we are compliant with best practice at all times.

**Duties**

* End to end cleaning of all camp facilities for incoming schools and community groups.
* Ensuring all tasks meet OH&S standards, COVID policies and procedures, camp manager expectations, accreditation requirements and legal compliance.
* Documentation and logging of all cleaning tasks completed.
* Work with Maintenance & Grounds Co-ordinator and the team to foster a positive camp experience.
* Monitor facilities, site and equipment for maintenance, repair, safety, or replacement issues and report as required.
* Support camps as needed and assist where necessary and respond to emergencies.
* Assisting with functions and events when required.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in the cleaning services.
2. Ability to follow detailed schedules and execute tasks in a timely manner.
3. Ability to complete checklists to ensure all completed tasks are documented correctly.
4. Excellent organisational skills with the capacity to multitask and prioritise.
5. Ability to relate well to a broad range of people.
6. High level of integrity and professionalism.
7. Capacity to work independently and as part of a team.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.
* Current Drivers Licence

*Desirable Criteria:*

* First Aid Qualification
* Chief Fire Warden or Fire Warden training

**Contact Person:**

For further information about the position, please contact Anthony Callaghan, Camp Manager on 03 5473 4230.