

Te Whare Whai Hua

Job Description

Cleaner

Te Whare Whai Hua Philosophy

Commitment

Te Whare Whai Hua exists to provide a safe, secure and loving place where tamariki can learn to thrive, where they and their whanau are valued.

Our kaupapa is to provide our whanau with a strong sense of belonging - tūrangawaewae. Our kaupapa is founded in wairuatanga,ⁱ whakapapa and whakapono. We honour and celebrate our connections as Nga Uri a Maui with mana whenua connecting us to Tairāwhiti, to Te Moana-nui-a-Kiwa, to Aotearoa and beyond. Our whanau will embrace mātauranga Māori and support our tamariki and their interests through collaborative learning. We will respect and honour Te Tiriti o Waitangi and our obligation to extend manaakitanga to all whanau. We acknowledge the special place of mana whenua and will treat all tamariki and their whanau with aroha and respect.

Aim

Our aim is to weave the whāriki mātauranga with aroha for our whanau that will enrich the lives of tamariki, extend their knowledge and equip them for a bright future.

Our aspirations

To nurture children to grow with a strong sense of belonging-tūrangawaewae, connecting themselves to their iwi and community

- To build lifelong confident learners who are respectful and caring
- To provide an environment that allows the child to be at the centre of all learning
- To teach Universal Values and Principles drawn from mātauranga in Tairāwhiti, Aotearoa, Te Moana-nui-a-Kiwa and beyond
- To respect justice and equality in all that we do
- To be inclusive, loving, enabling of all children, of all needs

1. Role Description:

The cleaner is a member of the Te Whare Whai Hua Whanau. Our Whare has to be welcoming and clean and hygienic environment to provide quality early childhood education services to preschool-aged children in Gisborne/ Turanganui a Kiwa. We follow the Te Whare Whai Hua philosophy and Anglican faith.

The role of the Cleaner is to clean and provide hygienic facilities to maintain health and wellbeing of staff, tamariki and all the whanau that attend our whare. To help slow the spread of influenza the first line of defence is getting vaccinated, other measures require diligence to slow the spread of disease through thorough cleaning and disinfecting. Cleaning and disinfecting are part of broad approach to preventing infectious diseases in pre-schools. Cleaners are required to undertake the following duties as directed by the centre management, using the prescribed methods and regular cleaning, disinfecting and sanitising the centre. All surfaces that are high traffic areas are: class room furniture, counter tops, computer key boards, taps, phones, toys, bathrooms.

Unhygienic facilities can lead to higher rates of illnesses and increased absenteeism. This role assists in the provision of manaaki and kaitiaktanga. All staff are expected to provide manaaki and be respectful to all children, parents, staff and visitors to the centre.

This position is:

- Ensuring resources and facilities are safe, clean, disinfected and sanitised and well-presented environments
- Ensuring policies and procedures are implemented for the effective and efficient cleaning and maintenance operations
- Ensures all cleaning is done to high standards as directed by Centre Manager and Chief Executive
- Maintain chemicals register and ensure all cleaning materials are locked and secured
- Ensure the facility is locked and secure at end of each shift
- This is a High trust position critical to the wellbeing of whanau

2. Responsible To:

This position reports to the Centre Manager and Chief Executive.

3. Functional Relationships:

This role is expected to work closely with Head Teacher and all staff in our Centre including Kaiako, Kaiawhina, Administration/Cleaner, Whanau Support Workers and Teen Parent Unit Staff along with wider Te Aka Ora Staff.

External Relationships: Maintenance and Cleaning staff at Lytton High School

4. Key Tasks / Expected Outcomes

Key Tasks	Expected Outcomes
Maintain daily routines Toilet x 3 and nappy change areas including, laundry and shower basins and bathing Areas: Cleaning to remove germs Disinfecting kills germs,	The bathroom is a high contamination area. The Expectation is that there is a disinfected clean of all surfaces and areas 3 times a day. One in the mid-morning, middle of the day and end of the day. Daily requirements: <ul style="list-style-type: none"> • Ensure all paper dispensers (toilet paper and hand drying towels) and hand washing facilities are fully stocked daily. • Clean toilets and basins with assigned cleaners • Clean inside and outside of sinks, basins, showers, • Clean taps • Wipe down walls and ensure all surfaces are cleaned daily • Polish mirrors • Wipe paintwork, toilet walls and shower walls • Empty and double bag nappy bag • Empty and bag all rubbish • Check lights are operating and off at end of day • Check heaters are off at end of day
Learning Environment Administration offices	Daily requirements: <ul style="list-style-type: none"> • Ensure all children are kept safe from harm • Sweep and mop and vacuum all carpets and linos' • Hard flooring dust and control sweep or vacuum • Damp mop class rooms where appropriate • Empty Bins daily and clean bins fortnightly • Clean inside and outside sinks • Clean telephones

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> • Record any issues for quality health and safety practice; note and report any broken or damaged items or facilities, furnishing and fixtures • Notify Centre Manager or Administration to eliminate identified health and safety issues/hazards <p>Weekly Requirements:</p> <ul style="list-style-type: none"> • Wash and wipe all windows • Dust all furniture include skirting's, pipes, window sills • Doors- remove marks and grime from doors and glass and walls • Toys are cleaned with disinfectant and dried at the end of the week. – If required more frequently please completed when necessary. <p>Monthly Requirements:</p> <ul style="list-style-type: none"> • Cleaning and wiping out of all cupboards • Disinfectant clean of climbing spaces indoors
Corridors, decks, front entrance	<p>Daily requirements:</p> <ul style="list-style-type: none"> • Sweep, vacuum and mop all carpets and lino flooring • Hard flooring dust and control sweep or vacuum • Damp mop corridors where appropriate • Check lights are operating and off at end of day • Check heaters are off at end of day <p>Weekly requirements:</p> <ul style="list-style-type: none"> • Wash Windows • Dust all furniture, fittings and include skirting's, pipes, window sills • Doors- remove marks and grime from doors and glass and walls • Record & Report any issues for quality health and safety practice if note any broken or damaged items or facilities, furnishing and fixtures • Notify Centre Manager or Administration to eliminate identified health and safety issues/hazards • Wash and wipe any window or door handles, door plates
Kitchens	<p>All kitchens shall have their own colour coded cleaning equipment to ensure no cross contamination.</p> <p>Daily requirements:</p> <ul style="list-style-type: none"> • All food preparation areas are cleaned to high standards • All surfaces are disinfected at the end of each day • Sweep/Vacuum and hot mop all lino floors • Empty all bins and deposit in correct waste management facility • Ensure dishes are loaded into Dish washers with Hot wash on at end of duty • Check lights ae operating and off at end of day • Check heaters are off at end of day • Record and report any issues for quality health and safety practice, note any broken or damaged items or facilities, furnishing and fixtures

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> • Notify Centre Manager or Administrator to eliminate identified health and safety issues/hazards <p>Weekly requirements:</p> <ul style="list-style-type: none"> • Wash and wipe any window or door handles, door plates • Ensure Ovens are clean every week • Doors- remove marks and grime from doors and glass and walls
Laundry	<p>Daily requirements:</p> <ul style="list-style-type: none"> • Ensure that any soiled or wet laundry has been completed and hung out to dry and brought in off the line before the end of the day • Cleaning cloths are soaking in disinfectant and then washed and hung out on a Monday and Thursday. <p>Weekly requirements:</p> <ul style="list-style-type: none"> • Bedding linen and blankets washed, hung out to dry and brought in, folded and put away at the end of the week. <p>NB: Common Sense is to prevail – if it is raining the use of the dryer is available, however, if it is a fine day, complete all Laundry and hang out to dry.</p>
Centre Administration	<ul style="list-style-type: none"> • Notify any repairs and maintenance • Notify if any water temperatures change • Notify if any lights or electrical outlets are damaged • Notify if areas are extremely dirty or untidy • Ensure all soiled clothing or washing is deposited in laundry • Check lights are operating and off at end of day • Check heaters are off at end of day
Excluded items	<ul style="list-style-type: none"> • Teaching aides, models or displays • Office equipment: computers, printers • Staff dishes • Tidying of resources and equipment inside Cupboards (excluding cleaner's cupboards)
Cleaners Storage Cupboard	<ul style="list-style-type: none"> • Cleaners cupboards should be locked and keys are held on site in Admin office • All cleaning equipment will be cleaned and maintained in good repair
General Tasks	<ul style="list-style-type: none"> • Ensure all Windows have been cleaned fortnightly throughout the centre. • Ovens, microwaves and Fridges have been cleaned and tidied at least once a week. • Requisitioning of products and cleaning materials are completed Monthly • Requisitioning the emptying of the big red bin when bin is nearly full. • Sleeping cots/beds are wiped down weekly with disinfectant. • Linen is changed in the Sleeping Cots and beds once a week and replaced.

5. Standard Conditions of Appointment (if not in the Employment Contract)

Hours of Work:	10 hours per week
Wage Rate:	Dependant on grading under the CEA
Performance Review:	This position is subject to spot checks.

6. Person Specification

<p>Essential:</p> <ul style="list-style-type: none"> • Cleaning or caretaking experience • Able to be trusted in education environments • Energetic and caring • Responsible and accountable • No convictions or cases pending for fraud, physical assault or substance abuse (includes alcohol) (subject to Police vet check) • Photo Identification • Service Records & references <p>Desirable:</p> <ul style="list-style-type: none"> • Professional or commercial cleaning experience • References are prerequisite

	Date	Comments	Amended date
Teaching Staff			
Parents			
Union			
BOT			

ⁱ Spirituality, relational connections, righteousness