



## **ST GREGORY'S COLLEGE CAMPBELLTOWN**

### **Casual Cleaning Staff**

The College requires the services of experienced cleaners to work on a Casual basis.  
A detailed job description can be found on our website.

Closing Date for applications: 18th March, 2016

Applications should be addressed to the Deputy Headmaster, Mr Matthew Brennan.  
Applications need to be sent to [employment@stgregs.nsw.edu.au](mailto:employment@stgregs.nsw.edu.au) with a Resume  
and a covering letter, applications must also include a completed application form  
which can be found on the College website: [www.stgregs.nsw.edu.au](http://www.stgregs.nsw.edu.au)

Applications should be addressed to the Deputy Headmaster via email to  
[employment@stgregs.nsw.edu.au](mailto:employment@stgregs.nsw.edu.au)

Enquiries may be directed to Mr Brett Cresswell, Cleaning Manager  
on 4629 4263.

Successful applications must comply with the NSW Child Protection Legislation. The  
College is an Equal Employment Opportunity employer.

**ST GREGORY'S COLLEGE IS AN ALL BOYS INDEPENDENT DAY  
& BOARDING SCHOOL CONDUCTED BY  
THE MARIST BROTHERS.**

## Cleaning Staff General Job Description

- Wipe over desks and benches in areas directed
- Yard clean up as directed
- Vacuum or sweep in areas as directed
- Empty bins in areas directed
- Clean whiteboards in areas directed
- Wipe windowsills (internal and external) in areas directed
- Wipe out sinks in areas directed
- Spot clean marks and graffiti on walls and furniture in areas directed
- Mop floors in areas directed
- Clean bathrooms in areas directed
- Clean windows (internal and external) in areas directed
- Clean cobwebs (internal and external) in areas directed
- And any other duties as requested by the Cleaning Supervisor or in his absence the Leading Hand

Each cleaning position has an individual job description and checklist. Employees who are called on to work at the College will be required to sign off on this checklist before the shift has concluded.

### **Hours of Work can vary between the following shifts**

Monday - Friday

- 5am-1pm - Boarding Shift
- 7am-3pm - Day Shift
- 3pm-11pm - Night shift
- 3pm -8pm - Night Shift
- 4pm-8pm - Night Shift