



Today's boys...tomorrow's gentlemen

GROUNDSPERSON JOB DESCRIPTION

CBC Fremantle is a Catholic school in the Edmund Rice tradition for boys in Years 7-12. Founded by the Christian Brothers in 1901, the College has served the local Fremantle community for over a century helping families to raise boys who continually strive for excellence and who exhibit Catholic Leadership in their quest to establish a more just and peaceful society.

The College is seeking a permanent full-time Groundsperson for immediate start.

Duty Statement

This work scope is provided as the minimum expectation for the work to be completed in the role of Groundsperson.

- General cleaning of the school perimeter and grounds daily.
- Cleaning of walkways, stairwells and under lockers as required.
- Emptying of school and canteen rubbish bins daily.
- Blowing/vacuuming of school grounds as required.
- Cleaning of student toilets daily as instructed by Property Manager.
- Washing/high pressure cleaning of Walkways/Stairwells as instructed.
- Cleaning of drinking fountains and troughs as required.
- Supply of copy paper to copier stations in school.
- Weekly topping up of all soap dispensers.
- Weekly sweeping/vacuuming of school buses.
- Cleaning/removal of graffiti/chewing gum when requested.
- Distribution of Parcels delivered.
- General building maintenance including painting as instructed by the Property Manager.
- Additional grounds work as instructed/required by the Property Manager.
- Additional maintenance work as instructed by the Property Manager.

Responsibility

Coordinated through the Property Manager, this position is responsible to the Business Manager.

Status

A three month probationary period applies prior to ongoing status.

Hours of Work

- Working hours are 37.5hrs per week. Monday to Friday 7.00 am to 3.30pm.
- A 20 minute tea break is included in the hours worked. A lunch break of 1 hour is to be taken between 12.00 midday and 2.00pm.
- Public Holidays are taken as they occur.

Annual Leave

4 weeks of annual leave.

Long Service Leave accrual of 1.3 weeks per year.

Sick Leave

13 days per year.

Period of Notice

2 weeks' notice in writing by either party with payment in lieu of notice.

Salary Award and Level

The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 Administration and Technical Officers Award Level 2 Step 5 currently \$53,468.00 per annum.

Please note that a Working with Children Card will be required by the successful applicant.

Additionally a National Screening Check for criminal offences will be conducted as part of the employment process.

Application

Applications for the Grounds person position advertised in SEEK on 14 June 2017 should be forwarded to:

The Principal
CBC Fremantle
PO Box 1345
Fremantle WA 6959

Or by email to:
veronicac@cbcfremantle.wa.edu.au

Applications close 4pm 23 June 2017.