

SCHEDULE A

POSITION DESCRIPTION

Position Title:	Non-trade Qualified Operational Services – Level 2
Reports to:	Principal and/or Principal's Delegate
Enterprise Agreement:	<i>NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015</i>
Classification:	School Operational Services Level 2

Position Objective

An Employee whose principal duties are to support the other services of a school, including but not limited to cleaning, building and grounds maintenance, retailing — canteens, uniform shops; and bus driving and vehicle maintenance.

Knowledge, Skills and Experience

- applies knowledge and skills to a range of tasks and roles;
- usually works within routines, methods and procedures, but some discretion is involved in selection of equipment, work organisation, services and actions;
- is provided with routine supervision of straightforward tasks, moving to general direction. Cleaners at this level are responsible for the supervision of other School Operational Services Employees; and
- does not have a trade qualification (certificate III), but has a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed.

Major Accountabilities

- non-specialised repair work;
- undertaking general gardening tasks including preparation and planting procedures;
- operating, maintaining and adjusting turf machinery under general supervision;
- applying fertilisers, fungicides, herbicides and insecticides under general supervision;
- responding to alarms, following emergency procedures and preparing incident reports, inspecting and securing buildings;
- providing assistance to qualified tradespersons in building and furniture maintenance;
- undertake any other duties as requested by the Principal and/or Principal's Delegate. This may include operation of the school's security system when commencing/finishing a shift.

Requirements of the Position

- Employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools
- Demonstrated ability to work effectively both independently and as part of a team.

- Demonstrated ability to follow direction, prioritise and meet set deadlines.
- Demonstrated interpersonal skills in working with a range of personnel.

Work Health and Safety

- Maintenance and outdoor work must be performed within nominated areas and hours to ensure that Work Health and Safety and security policies, procedures and arrangements are not breached.
- Personal protective equipment is provided and must be used for specific tasks. This includes sun protection for workers engaged in outdoor activities.
- Appropriate footwear is required at all times.
- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.

The Employer reserves the right to vary this position description in response to its changing needs.