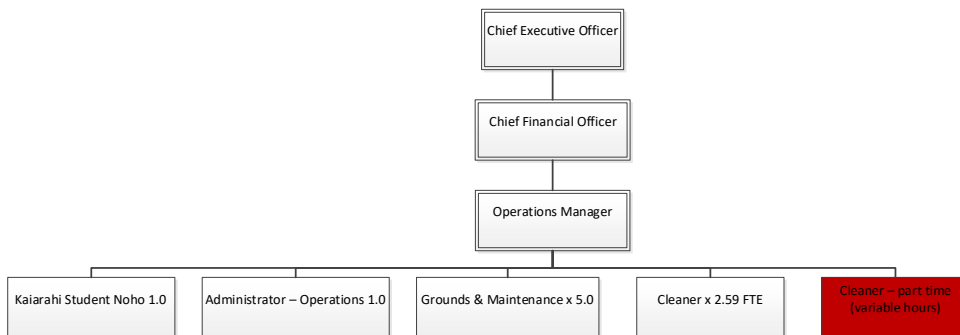


Job Description

Position Title	Cleaner (Variable Hours)	Team/ School:	Operations Department Corporate Registry
Position Holder		Date	May 2024
Reports to	Operations Manager	Location	Whakatāne
Agreed By (Please Sign)	Position Holder		
	Manager/Team Leader		Date
	HR Manager		Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe, and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

PURPOSE OF POSITION

The purpose of this position is to assist the Operations Department meet its operational plan to maintain safe, clean, and secure facilities and buildings. This position will be responsible for maintaining facilities in a clean and hygienic state.

The hours of work for a cleaner with variable weekend hours or variable weekday hours are 3 hours each Saturday and Sunday from 8.30am – 11.30am (only when noho facilities are booked on weekends) and relief variable weekday work (Monday - Friday 4am – 12 noon or Monday 4am – 12 noon) to provide cover/relief cleaning as required.

DIMENSIONS AND AUTHORITY

Staff Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Operations Staff
- Other Cleaners
- Campus Management

External:

KEY RESULTS AREAS

The role of the Cleaner encompasses the following major functions or Key Result Areas:

1. Cleaning
2. Security
3. Team and Personal Effectiveness
4. Other Corporate Activities
5. General Requirements of Staff

Key Result Areas	
What am I meant to do?	How do I know I'm successful?
<p>KRA 1: Cleaning</p> <ul style="list-style-type: none"> • Daily cleaning functions are completed according to internal cleaning procedures and standards. <p><u>All Main Areas</u></p> <p>Full vacuum throughout main public/student areas. All hard surfaces micro fibre mopping. Spot clean internal glass and walls. Skirting boards are free of dust always. Empty bins.</p> <p><u>Offices</u></p> <p>Vacuum all offices. Dust all fixtures and fittings. Clean desktops when required. Empty all bins.</p> <p><u>Toilet Amenities (including showers)</u></p> <p>Vacuum and damp mop floors using micro fibre mops. Handbasins and mirrors cleaned. Damp wipe all pipes and fittings. Empty bins (spray & wipe if necessary). Toilet brus</p>	<ul style="list-style-type: none"> • Work is completed on time and to required standards. • Toilets are cleaned inside and out, and toilet floors are mopped. • Classroom desks and tables are cleaned. • Classroom chairs and tables are straightened. • Classroom floors are vacuumed. • Bins are emptied and bin liners replaced. • Carpet floors are vacuumed, varnished floors and lino floors are mopped and dried. • Hand basins and mirrors are cleaned. • Inside of windows are cleaned. • Showers are cleaned if they have been used. • Window ledges are cleaned. • Area is checked for any other cleaning that may be required i.e. cobwebs. • Dust and polish as required. • Clean accommodation rooms including bed change.

<p>containers wiped with the brushes cleaned after use and soaked in disinfectant. Replenish toilet paper and soap as necessary.</p> <ul style="list-style-type: none"> Weekly cleaning functions are completed according to internal cleaning procedures and standards. <p>Full shower clean. Window ledges cleaned of dust and dirt. Dust and polish where necessary.</p> <ul style="list-style-type: none"> Notification of damage. Access, operate, and secure equipment as required. Laundry 	<ul style="list-style-type: none"> Reports damage to the Operations Manager/Operations Administrator on the day damage is observed. Able to operate equipment effectively. Compliance with Health and Safety operating procedures for relevant specialised equipment use. Complies with guidelines for personal hygiene protection. Reports equipment damage/maintenance/replacement requirements to Manager/Operations Administrator on day observed. Daily - wash bed linen, press and fold (Accommodation and Noho Centres)
<p>KRA 2: Security</p> <ul style="list-style-type: none"> Actions lock down procedures. 	<ul style="list-style-type: none"> Knows the lock down procedures and actions each day. Enters and leaves all buildings safe and secure in accordance with Campus Management procedures. Reports any security issues to Manager/Operations Administrator on the day observed.
<p>KRA 3: Team and Personal Effectiveness</p> <ul style="list-style-type: none"> Provides relief to team members as required. Fosters good communication. Contributes to continuous improvement initiatives. Continual updating of knowledge and skills relating to technology, administrative systems, and other aspects of the position. 	<ul style="list-style-type: none"> Team is supported as required. Feedback evidences good communication is fostered with the team and other staff members. Work processes are updated on an annual basis. Professional development and training is undertaken as required.
<p>KRA 4. Other corporate activities</p> <ul style="list-style-type: none"> Comply with all legal and Awanuiārangi requirements for records management. Undertake any other duties as may be required by the Operations Manager. Participates in Awanuiārangi events as required. 	<ul style="list-style-type: none"> All legal and Awanuiārangi requirements are complied with in respect of the administration and management of all Awanuiārangi records. Demonstrated flexibility and willingness to assist with other duties as required. Evidenced by observation.

5. General Requirements of all Wānanga Employees

- Possess a student-centric work ethic. Actively seek to provide the best possible service to our students.
- Promote the Wānanga as a positive and dynamic learning environment.
- Commit to providing quality education.
- Strive for high student retention and success.
- Ensure your own safety and the safety of others while at work.
- Understand hazard management and identify them in the context of your work environment.
- Meet your obligations under the Health and Safety at Work Act 2015 by.
 - Being responsible for maintaining a safe and healthy workplace
 - Following health and safety rules, policies, and procedures,
 - Reporting accidents, injuries and unsafe equipment, practices, or conditions
 - Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.
- Be culturally aware.
- Participate in the Wānanga appraisal process.
- Improve and develop yourself through training and professional development opportunities.
- Undertake any other key duties as agreed with your Manager.

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Commercial cleaning experience at least two years. 	
Skills/Knowledge	
<ul style="list-style-type: none"> • Have a knowledge of cleaning chemicals their identification, safe use, and storage. • Have the good general level of physical fitness. (Able to use heavy cleaning equipment). • Effective time management skills. • Able to work unsupervised, and as part of a team. • Understanding of cultural needs and Tikanga Māori in the context of a cleaning/support role. • Clean and tidy work habits. • Honest and reliable. 	<ul style="list-style-type: none"> • Knowledge of Tikanga Māori in the context of an education/learning environment.
Competencies	Looks Like

<p>Work Standards</p> <p>Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.</p>	<ul style="list-style-type: none"> • Sets high performance standards. • Emphasises high standards to others. • Shows pride when standards are met. • Shows dissatisfaction with substandard performance
<p>Attention to Detail</p> <p>Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.</p>	<ul style="list-style-type: none"> • Clarifies details of tasks • Completes all details. • Checks outputs for accuracy and completeness • Follows established procedures. • Maintain checklist to cover details.
<p>Technical/Professional Knowledge</p> <p>Having achieved a satisfactory level of technical skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.</p>	<ul style="list-style-type: none"> • Understands technical terminology and developments. • Knows how to apply a technical skill or procedure. • Knows when to apply a technical skill or procedure. • Performs complex tasks in area of expertise.
<p>Teamwork/Collaboration</p> <p>Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.</p>	<ul style="list-style-type: none"> • Contributes to team development, shares ideas and achievement of results. • Clarifies roles and responsibilities, and priorities. • Looks to help others. • Supports team decisions and shares accountability within the team. • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangī me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangī and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whaingā, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangī.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangī.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuetanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Whangarei. We also deliver on marae across Te Ika a Maui (*North Island*).

Corporate Registry

- The Operations team purpose is to keep our Wānanga SAFE, CLEAN, and LOOKING GOOD.