

Position Description

About Moore Theological College	
Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration

Position Details	
Position Title:	Cleaning Coordinator
Primary Purpose:	To coordinate the effective delivery of cleaning services across College properties, including maintaining a high standard of hygiene and safety, supervising a team of Cleaners and actively participating in cleaning tasks.
Classification:	Higher Education Industry – General Staff – Award, Level 4
Special conditions:	<ul style="list-style-type: none"> Physical fitness and ability to safely undertake manual tasks Ability to work between 6:00am – 2:30pm Ability to occasionally work at Croydon Park and Parramatta National Police Check required
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> Property team People and Culture team Events Liaison Officer Faculty Staff <p><i>External:</i></p> <ul style="list-style-type: none"> Students Occupants of accommodation Suppliers Contractors
Reports to:	Operations Team Leader
Direct reports:	2
Accountability for budget and/or revenue:	N/A – expenditure requires discussion with the Operations Team Leader and the approval of the Property Manager.
Date of issue:	September 2025

Qualifications, Skills, Knowledge and/or Experience			
Essential:			
<ul style="list-style-type: none"> • Significant cleaning experience with demonstrated knowledge of cleaning chemicals, equipment and methods • Demonstrated knowledge of relevant Work Health and Safety (WHS) practices • Ability to safely perform manual tasks relevant to the role, including but not limited to bending, standing and walking for extended periods and lifting loads up to 10kg • Experience leading a team, including the ability to coordinate and prioritise own work duties and those of the team, monitor performance, and provide training and feedback • Effective problem-solving skills, including the ability to work independently, take initiative, adapt when circumstances change, and identify and implement process improvements • Effective interpersonal and verbal and written communication skills • Competent in the use of Microsoft applications (e.g. Outlook, Word and Excel) and quick to learn the use of other computer applications/systems • Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College 			
Desirable:			
<ul style="list-style-type: none"> • Commercial cleaning experience in a residential setting (e.g. aged care, hostel) or offices • Competent in the use of online request management / issue tracking / service management software (e.g. JIRA) • Understanding of the Sydney Anglican diocese 			

Acknowledgement			
I understand and accept the responsibilities as outlined in this position description.			
Name:			
Signature:		Date:	

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Core		
Cleaning Service Delivery	<ul style="list-style-type: none"> • Coordinate cleaning activities according to the scope of works for the team, including but not limited to: <ul style="list-style-type: none"> ○ scheduling cleaning tasks (e.g. sweeping, vacuuming, mopping, polishing, dusting/wiping/disinfecting surfaces, restocking/refilling/replacing items, rubbish removal) and deep cleaning; ○ ensuring areas such as kitchenettes, dining areas, bathrooms, toilets, offices, classrooms, accommodation, common areas, lifts and thoroughfares are cleaned; ○ coordinating the team to complete tasks; ○ adjusting the cleaning schedule, as needed, around College/stakeholder activities; and ○ checking the standard of work across all areas. • Carry out routine and deep cleaning tasks. • Respond to urgent and/or ad hoc cleaning requests or those relating to events/activities held onsite. • Resolve issues relating to cleaning activities in collaboration with relevant stakeholders and escalate to the Operations Team Leader as needed. • Ensure proper use, storage, maintenance and/or disposal of cleaning supplies and equipment. • Audit and order cleaning supplies and equipment in consultation with the Operations Team Leader. • Liaise with the Property and Finance teams for the timely payment of invoices. • Report any identified maintenance issues to the Property team. • Liaise with the People and Culture team to address any identified hazards and safety issues. 	<ul style="list-style-type: none"> • All tasks identified in the scope of works are completed within agreed timeframes and according to required standards and practices. • All areas of the College identified in the scope of works are clean and tidy. • Cleaning activities occur with minimal disruption to stakeholders and receive positive feedback. • Issues are resolved or escalated (as needed) in a timely manner. • Consumables and equipment are maintained at the appropriate level/condition for use. • Schedules and protocols/procedures for cleaning activities are in place, followed and regularly reviewed. • Maintenance issues are logged via JIRA in a timely manner. • Hazards and incidents are reported to People and Culture and addressed in a timely manner. • The following considerations are evident in the coordination of tasks, staff and other resources: <ul style="list-style-type: none"> ○ work health and safety; ○ good hygiene practices; ○ operational needs; ○ budget; and ○ efficiency.

	<ul style="list-style-type: none"> • Conduct regular toolbox talks and training in cleaning protocols/procedures. • Develop, implement, review and improve cleaning protocols/procedures in consultation with relevant stakeholders (e.g. team members, students, staff, faculty). • Complete and maintain relevant documentation e.g. work schedules, inventory, protocols/procedures, hazardous substance register, safe work method statements (SWMS) and safety data sheets (SDS). • Undertake special projects, as required. • Review the scope of works, staffing, budget and expenses for cleaning with the Operations Team Leader. 	
Accommodation	<ul style="list-style-type: none"> • Carry out room inspections as directed by the Operations Team Leader. • Ensure that short-term accommodation is cleaned and maintained regularly. 	<ul style="list-style-type: none"> • Room inspections are completed accurately and in a timely manner. • Short-term accommodation is ready to be occupied.
General		
People Management	<ul style="list-style-type: none"> • Motivate and lead the team to effectively achieve outcomes. • Be responsible for the management of the team, including but not limited to induction, training, regular supervision and feedback, performance reviews, leave management and employee exit. • Conduct all People and Culture processes in line with the relevant College policies and procedures. • Consult with the relevant supervisor/manager and the People and Culture Manager about people issues as they arise. • Ensure knowledge, information and decisions are regularly communicated to the team. • Develop a positive team culture. 	<ul style="list-style-type: none"> • People and Culture processes are followed as per timeframes in the relevant procedures. • Staffing issues are addressed as soon as they arise. • Team members are equipped with the knowledge and information to effectively do their role.

Community	<ul style="list-style-type: none"> • Demonstrate the College's values. • Champion positive contributions to the College culture, including encouraging and participating in teamwork and fostering effective communication across teams. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Communication with relevant stakeholders is appropriate, accurate and timely. • Makes and facilitates positive contributions to the College culture. • Team members contribute to team and other meetings. • Team members make a positive contribution to the College culture.
Risk and Compliance	<ul style="list-style-type: none"> • Sign and adhere to the Code of Conduct. • Comply with College policies and procedures and ensure compliance within team. • Comply with all applicable legislation and regulatory frameworks and ensure compliance within team. • Demonstrate leadership in, promote and raise awareness of Safeguarding and Work Health and Safety (WHS) in the College community. • Contribute to the maintenance of a safe and clean environment in the College community. • Manage risk appropriately in all work activities and ensure team members undertake risk management. • Ensure effective management of relevant records/information and knowledge of systems and processes as they relate to the team. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of knowledge of, and compliance with, relevant legislation, policies and procedures. • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • Risk assessments are conducted prior to new activities being undertaken. • WHS is promoted within team meetings. • Team attends WHS training. • Documents are regularly maintained in the records management system. • Relevant processes are documented and maintained. • Non-compliance within team is appropriately addressed.
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review, including conducting reviews with team members. • Promote and encourage professional development within the team. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Team members are engaged in professional development annually. • Performance reviews are conducted annually.