Navigator College is a Reception to Year 12 co-educational college, situated in the picturesque city of Port Lincoln, SA. Navigator College is authorised as an International Baccalaureate Organisation World School (PYP) with a commitment to Inquiry based, Integrated Curriculum.

Navigator provides an excellent opportunity for staff to become part of a highly committed professional team working to create the kind of caring school environment of which students, parents and staff can feel justly proud.

Applications are invited for the position of:

**CASUAL CLEANING POSITION**

**Responsible to:** Principal  
**Report to:** Business Manager / Cleaning Supervisor  
**Direction from:** Head Cleaner  
**Hours:** 10 hours per week  
3.00 – 5.00pm (Monday to Friday)

**PRIMARY OBJECTIVES:**
- To support the ethos of the College by providing a clean working environment for students and staff.
- Communicating with the College community to ensure the school’s philosophy, needs and aims are understood.
- Ensuring the learning environments conform to Health and Workplace Safety standards.

**GENERAL CLEANING DUTIES TO GLA ACROSS THE COLLEGE:**
- Vacuum twice weekly if possible.
- Remove fingerprints and marks around light switches, doors and walls.
- Clean glass doors a required.
- Dust areas weekly, including behind computers, ledges and corners
- Remove cobwebs
- Clean sinks in wet areas.
- Wash vinyl and tiled areas weekly as needed with particular attention to high traffic areas.
- Empty Bins as necessary

**ALL TOILETS:**
- Check and clean toilets on a daily basis. Toilets and urinals to be sanitized/disinfected both inside and out. Toilet seats to be cleaned both sides, disinfected and wiped dry.
- Wipe down sink and bench areas with disinfectant, wash floors in toilet area.
- Replenish toilet paper, hand towel and soap as required.
• Wipe clean, sanitise and disinfect toilet doors, door handles and knobs.
• Dust partitions, tops of mirrors and frames
• Remove splash marks from walls around basins
• Sweep, mop and rinse all floors with disinfectant.
• Clean and scrub shower recess and disinfect as required.
• Empty Bins

OTHER DUTIES:
• Remove any litter on paths
• Empty outside bins as required.
• Any other duties as directed.

HOLIDAY CLEANING:
• Floors using carpet cleaner
• General windows
• Remove spots from walls and doors as needed
• Extra rubbish removal
• Any other cleaning as required.

SUBMITTING AN APPLICATION:

Applications close:  By close of business, Monday the 23rd of February 2015.

Address Applications to:

Mrs Kaye Mathwin-Cox
Principal
PO Box 3199
PORT LINCOLN SA 5606

Electronic Applications are welcome and should be emailed to: lsmith@navigator.sa.edu.au with the subject line reading CONFIDENTIAL.

Any enquiries regarding the position should be directed to:
MRS LIZ SMITH
Business Manager
Phone: (08) 8682 5099