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**Position Description**

**Position Title:** Housekeeping Attendant / Handy Person

**Employment Status:** Permanent Part-time (0.65 FTE – 25 hours a week)

**Reporting to:** Housekeeping Supervisor/ Maintenance Supervisor

**Date**: May 2025

1. **MISSION OF THE COLLEGE**

Newman College is a Roman Catholic co-educational residential College affiliated with the University of Melbourne. The Society of Jesus, the Jesuits, are responsible for the administration of the College.

1. **VALUES**

The College's fundamental purpose is to foster the intellectual, ethical and spiritual life of its members, to enable them to become effective leaders in the community, mature in faith and committed to justice. The College seeks to assist its members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others.

1. **ORGANISATION CONTEXT**

The Society of Jesus is responsible for the administration of the College. The 1925 Agreement (‘Pact’) between the Archdiocese of Melbourne and the Society of Jesus concerning the administration of Newman College was most recently renewed in 2012. Opened in 1918, the College now has around 280 residential students – undergraduate and graduate, drawn from metropolitan and regional Victoria, interstate and overseas. Staff currently in residence at the College include, the Provost, the Deputy Provost, the Dean of Students, the Dean of Studies, the Rector, and the Jesuit Community.

The administration, finance, discipline, general welfare, and studies of the College are overseen by the College Provost who is appointed by the Archbishop of Melbourne upon the recommendation of the Provincial Superior of the Society of Jesus and in consultation with the College Council. The Provost administers the College subject to the rules and regulations drawn up in accordance with the Catholic and Jesuit ethos and tradition and approved by the Rector, the Archbishop, and the Council of the College.

1. **THE SCOPE OF THE POSITION**

This role is a hybrid role working across the Housekeeping and Maintenance Functions. The Housekeeping Attendant is responsible for cleaning allocated student rooms and general cleaning in shared/common areas around the college, including bathrooms during semester periods. Deep cleaning of rooms and facilities as required. The college also hosts conferences, and this role will be required to make up prior to the conference and clean rooms when the conference concludes. As a Handy Person, this role will assist the Maintenance Supervisor with general repairs and any damage to the grounds, lighting or property.

1. **KEY ACCOUNTABILITIES**

Duties include:

* Cleaning student rooms: vacuum, dust and wipe down surfaces.
* Cleaning bathrooms: sanitise, mop floors, clean bathroom fan, replenish soap and paper towels.
* Cleaning flats including deep cleaning of bathroom.
* Cleaning halls and stairs: mopping
* Emptying rubbish bins and moving waste to the main hall bin for collection,
* Reporting of any college equipment found in the rooms and/or any bikes stored in the rooms (these are required to be stored in the bike shed).
* Set up and service rooms for conferences as directed.
* Moving furniture for luncheons, conferences and events.
* Moving furniture to and from student rooms, when required.
* Assisting with set-up of venues for functions like arranging chairs in the lecture room.
* Deep cleaning as directed (outside of semesters).
* Clean, wash and maintain parapets including the removal of any debris that may cause blockages from water or dirt.
* Other duties as directed.

1. **KEY SELECTION CRITERIA**

* Must have working rights (permanent residency or citizenship)
* Previous experience cleaning is highly advantageous.
* Experience in home maintenance and repairs.
* Have knowledge and understanding of basic hygiene requirements and safe working procedures
* Ability to lift heavy items (e.g. furniture).
* Reliable, punctual, and proactive work ethic
* Ability to work independently and efficiently
* Possess an “eye-for-detail”, and a “can do” attitude.
* Able to problem-solve or “trouble-shoot” issues as they arise
* Good communication and friendly.
* A valid Working with Children Check

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received and fully understand the position description Housekeeping Attendant/ Handy Person. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_