

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>OUSA Cleaner</b>
<b>Reports to:</b>	<b>Recreation Manager</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>NA</b>
<b>Volunteers and Interns:</b>	<b>NA</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

### Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies. OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre. With approximately 50 staff and many more volunteers, OUSA is a substantial organisation. Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

### Position purpose:

- Provide an efficient and effective cleaning service for the OUSA Clubs and Societies Centre, ensuring a high standard of cleaning is delivered and maintained meeting customer expectations.

### Areas of Responsibility

Area	Expected Outputs
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Maintain the cleanliness of the OUSA Clubs and Societies Building, by undertaking the daily, weekly, monthly, quarterly and annual programme of works as set out in the schedule attached as Appendix A.</li> <li>• Maintain adequate cleaning materials and consumables including toilet paper, soap and bin liners as required. Notify the Recreation Manager when cleaning materials and consumables need to be ordered.</li> <li>• Report any visual damage and or hazards within the building to the Recreation Manager as soon as practically possible.</li> <li>• Carry out any other tasks that may be reasonably requested from time to time</li> <li>• Participate in training as required by the Recreation Manager</li> <li>• Attend meetings as required by the Recreation Manager.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>

### Personal Attributes

Area	Expected Outputs
<b>Communication</b>	<ul style="list-style-type: none"> <li>• All communications delivered in an accurate, professional and timely manner</li> <li>• Excellent presentation, negotiating skills</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines, even under pressure</li> <li>• Excellent time-management and priority management skills</li> </ul>
<b>Managing Change</b>	<ul style="list-style-type: none"> <li>• Understands, positively responds to, and supports change</li> <li>• Is flexible and resilient to meet the ever changing needs of OUSA</li> </ul>
<b>Problem Solving and Results Focused</b>	<ul style="list-style-type: none"> <li>• Results focused and committed to the highest standards of performance</li> <li>• Anticipates problems and proactively resolves them in an appropriate manner</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Self-Motivation</li> <li>• Ability to work with limited supervision</li> <li>• Excellent work ethic with a sense of pride</li> </ul>

### **Qualifications and Experience**

- Two years' experience in the sectors of cleaning, manual labour or related disciplines
- Current Workplace First Aid certificate (or a commitment to acquiring one within a given time-frame).
- Working knowledge of the Health and Safety at Work Act 2015, specifically as it applies to hazardous substances and manual labour