

Job Vacancy

Cleaner

- **Part time x2 positions based in Box Hill**
- **Providing day-to-day cleaning of all areas in Box Hill office**

About the opportunity

CCSSC has an exciting opportunity for two Part-Time Cleaners to join our Box Hill office.

This position will be responsible for providing day-to-day cleaning of all areas in Box Hill office in creating a clean, safe and comfortable environment for staff, volunteers and participants.

Key Responsibilities

- To carry out cleaning activities (including washing, dusting, mopping, sanitizing and waste removal) to maintain the cleanliness of the office building, including but not limited to front entrance, reception area, meeting rooms, function halls, library, kitchens, bathrooms and workstations as specified in the cleaning task list
- Complete the Daily Cleaning Log at the end of every shift, ensuring every task is checked off and the document is signed.
- Monitor and refill all essential toiletries and consumables, including hand soap, paper towels, toilet tissue, and sanitary products. Ensure all dispensers are functioning correctly and fully stocked for the next business day
- Maintain strict compliance with safety protocols by ensuring all cleaning chemicals are correctly labelled and stored in accordance with Safety Data Sheets (SDS).
- Respond promptly to the cleaning and disinfection of biohazards (including incontinence and vomit) using appropriate PPE and sanitizing agents to maintain a safe, hygienic environment.
- Perform all duties in strict conjunction with established work routines, specific site schedules, and the mandatory checklist system
- Perform ad-hoc cleaning tasks and other duties as reasonably directed.

To be successful in this role you will need:

- Good oral communication skills in both English and Chinese.
- Able to read and document in English.
- Previous experience in a professional cleaning environment.
- Have a good knowledge of cleaning equipment, detergents and its uses.
- Knowledge and awareness of the relevant health and safety standards.
- Ability to follow set policies and procedures.

- Will work to meet our rostering requirements.
- Physically fit, punctual and reliable.
- Excellent time management skills.
- Be able to work supervised and/or unsupervised at times.
- Ability to work in a team.
- Have a positive attitude and a willingness to learn.

How to Apply

If this sounds like you, apply now with your current Resume and Cover Letter.

Applications close on Friday, 5 June 2026.