

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Casual Facilities Assistant
<b>Reporting To:</b>	Facilities Executive RMIT
<b>Unit / Group:</b>	Training Facilities
<b>Direct Reports:</b>	0
<b>Employment Type:</b>	Casual
<b>Salary Classification:</b>	Corporate Services, Level B2
<b>Fixed Term Reason</b>	Choose an item.
<b>Date:</b>	February 2026
<b>Location:</b>	City Campus

### Position Summary

The Facilities Assistant is responsible for assisting the Facilities Executive and Officer as required on a casual basis.

### Position Responsibilities and Accountabilities

Key responsibilities include:

- Furniture relocations within the building
- Plant maintenance
- Stationery and office supplies distribution
- Carrying out visual inspections related to reported facilities issues.
- Assisting with events.
- Providing support to the Facilities Officer with tasks impacting multiple classrooms
- Non-standard Cleaning tasks over services provided by contracted cleaners ie
- Whiteboards
- Spot carpet and furniture steaming
- Desk cleaning
- Fridge cleaning
- Monitor Facilities Service Now requests and responding.

### Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT University Pathways' policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in professional development opportunities
- Undertake any reasonable tasks as directed

- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.  
<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

## Qualifications, Knowledge, Skills & Attributes

### Essential

- Ability to problem solve and implement solutions for basic facilities tasks.
- Knowledge and understanding of workplace health and safety standards.
- Demonstrated customer service skills.
- Demonstrated communication (written and spoken) skills.
- Ability to build productive working relationships at all levels.
- Ability to work both autonomously and as part of a team.

## Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

## Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: \_\_\_\_\_

Incumbent name: \_\_\_\_\_

Date:

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