

POSITION DESCRIPTION & PERSON SPECIFICATION

Cleaner

Position Title:	Cleaner
Department:	Hotel Services
Classification:	Cleaner
Hours of Work:	As per individual contract

POSITION DESCRIPTION

1. Position Overview

The Cleaning Staff at Echuca Community for the Aged are key members of the Care Team assisting in the maintaining of a homelike environment for the residents living in the facility. Each cleaner has the responsibility of ensuring that quality cleaning services are delivered and that a safe and clean environment for residents and staff is maintained at all times. The Cleaner liaises with Care and Maintenance staff to ensure that residents needs are met and has a strong commitment to maintaining the quality of life of Echuca Community for the Aged residents.

2. Reporting / Working Relationships

Cleaning staff are accountable to the CEO through the Cleaning Supervisor. The role involves close working relationships with all members of staff.

3. Special Conditions

Cleaning staff are employed under the terms and conditions specified in the Enterprise Agreement and the Health & Allied Service Award (Private Sector) – Victoria Consolidated Award.

4. Statement of Duties

The role of Cleaning staff encompasses but is not limited to the following duties:

- Provide a high standard of facility cleaning for resident rooms, ensuites and public areas
- Manage waste appropriately in accordance with states policies and procedures
- Responsible for the safe usage, care and storage of cleaning equipment
- Practice appropriate hygiene control and follow universal precautions
- Effective time management and organisational skills in order to complete required cleaning duties and delegated tasks
- Exercise economy and care in the use of facility equipment and supplies
- Ensure cleaning schedules are followed on a daily basis or as required
- Adhere to all policies and procedures, and operating instructions for all equipment and chemicals

- Ensure health and safety is maintained at all times so far as is reasonably practicable by: Eliminating risks to health and safety so far as is reasonably practicable.
- Required to take reasonable care for their own safety and the safety of others who may be affected by their actions or omissions and cooperate with any actions taken by the employer to comply with the Act and Regulations
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare

PERSON SPECIFICATION

1. Personal Skills, Abilities, & Aptitude

A personal commitment to our Mission to provide care for the benefit of the aged people in our community and adherence to organisational values is essential. The skills, abilities and aptitude of the Laundry Assistant encompass the following:

Skills

- Maintains a safe and clean work environment
- Reports any faults, damage or breakages in equipment, fittings or building fabric
- Basic computer skills

Abilities

- Customer Services
- Organisational & time management skills
- Able to contribute to a clean, safe working environment to ensure safety of residents, visitors, staff, volunteers and self

Aptitude

- Have an interest in supporting others and providing exceptional levels of service in an aged care facility
- Have a natural affinity with people and developing successful relationships
- Ability to work as a team
- Able to follow procedures and work systems
- Able to work across a 7 day a week roster in a variety of shifts

2. Experience

- Considerable experience in working successfully in a team environment
- Demonstrated ability to provide a safe and clean environment

3. Knowledge

- Has awareness of all applicable Policy and Procedures

4. Performance Standards & Review

An initial Performance Review is undertaken with the CEO/Cleaning Supervisor six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the execution of the duties of the position, the policies of the organisation and the rules and procedures practised in this facility.

5. Acceptance of the Position Description

I have read and understand the requirements of this position.

Name

Signature

Date