

Position Description

POSITION TITLE		Care Service Employee - Cleaner			
REFERENCE/POSITION NUMBER		1436 (Previously BHE0016)			
DEPARTMENT		Blue Haven			
ACCOUNTABLE TO		Housekeeping Supervisor			
SUPERVISOR		Housekeeping Supervisor			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	CSE Grade 1	STATUS	Casual	TYPE	Casual
HOURS	Up to 38		LOCATION	Blue Haven Home	
MOBILE PHONE	No		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		1/05/2023			

OBJECTIVES

- Ensure rooms and public areas are cleaned thoroughly and of a high standard at all times
- To participate as an effective member of a multi-disciplinary team
- Provide a safe environment for staff, residents and visitors at all times
- Promote Blue Haven's values within every facet of our daily operations.

SELECTION CRITERIA

ESSENTIAL

- Experience with the use and application of cleaning equipment & chemicals
- Experience working with minimal supervision
- Knowledge of infection control procedures and guidelines
- Knowledge of WH&S guidelines and practices including personal protective equipment
- Excellent communication skills and customer service experience.

DESIRABLE

- Experience working with the elderly
- Certificate III in hospitality/laundry/cleaning.

ACCOUNTABILITIES

- Empty all office waste baskets and rubbish bins in the facility, disposing of garbage appropriately
- Clean all workstations, offices, floors, toilets, hand basins, sinks, showers, bench tops, utility rooms, staff areas and grab rails as per daily duty lists
- Replace soap, paper towels and toilet rolls as required
- Clean out staff room fridge as specified in duty list
- Sweep, vacuum, wash floors
- Clean and remove marks from glass and mirrors in the facility
- Deep clean room when a resident vacates or monthly according to room cleaning list
- Establish and maintain effective communication with the health care team
- Work within WH&S and infection control guidelines
- Participate in team meetings as scheduled
- Attend regular in-service training and development
- Attend compulsory annual training as per Blue Haven policy
- Always interact with the residents in friendly, helpful and person-centred manner.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	Nil
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT

AWARD/AGREEMENT	Local Government Aged, Disability and Home Care (State) Award.	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none">Physical and mental capability to perform the inherent requirements of the position	
	<ul style="list-style-type: none">Proof of ability to legally work in Australia	
	<ul style="list-style-type: none">Pre-employment screening to Australian Standards in Employment Screening.	
	<ul style="list-style-type: none">Criminal record check	Yes
	<ul style="list-style-type: none">Pre-employment medical	Yes
	<ul style="list-style-type: none">Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: