

## POSITION DESCRIPTION

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<b>Position Title:</b>	Domestic Services Attendant
<b>Reports To:</b>	Residential Site Manager
<b>Supervising:</b>	N/A
<b>Liaises With:</b>	Other staff members and residents
<b>Location:</b>	Eunice Seddon Home 34 Potter Street Dandenong
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Part-Time

### **Program Description:**

Wintringham Hostel's and Nursing Home provide care to men and women who have previously been homeless or at risk of homelessness. All the care provided to Wintringham residents is carried out with the underlying principles of social justice. All Wintringham staff are expected to practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

### **Object of position:**

- The position rotates through three services: cleaning, laundry and food services
- The objective of the position is to maintain a clean and safe environment for residents, staff and visitors, assist with all Food Service activities as required by the Food Safety Act, Local Government and Wintringham's Hospitality policies and Procedure Manual and ensure adequate provision of clean laundry throughout the Home including maintenance of chemical supplies.

### **Responsibilities/Duties:**

- To notify the Residential Site Manager of any problems with equipment or potential hazards.
- You will be aware of relevant legislative standards and guidelines.
- To accept all responsibilities as defined in relevant policies and procedures.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.



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- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Duties as directed by the Residential Program Manager from time to time.
- To ensure confidentiality is maintained at all times

### **Cleaning**

- To clean and maintain all areas of the Home as per cleaning schedule

### **Laundry**

- To ensure provision of clean laundry throughout the home at all times
- To maintain all floors in laundries.
- To participate in resident ordering system.
- Cleaning duties as per schedule.
- To maintain equipment in line with manufacturers instructions.

### **Food Services**

- To comply with the requirements of the food safety program.
- To assist with the preparation and provision of all meals, drinks and snacks.
- To serve and clean up after meals.
- To assist with the cleaning schedule to maintain a safe and clean environment
- To assist feeding residents as required

### **Health & Safety Responsibilities:**

As a Wintringham employee you have the following responsibilities under the OHS Act 2004.

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

### **Qualifications:**

#### **Desirable**

- Certificates in HACCP or Occupational Health and Safety such as infection control, use of chemicals and manual handling would be useful.



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- Certificates in Food Handling/Food Hygiene

### **Skills/Experience:**

#### **Essential**

- Ability to manage time.
- Ability to work without direct supervision.
- Physically able to perform required tasks.
- Ability to work as part of the team.

#### **Desirable**

- Ability to use equipment effectively and efficiently.
- Knowledge and experience of the use of various chemicals.
- Knowledge of and experience in meeting the standards required to maintain a clean and safe working environment for residents and staff.
- Basic first aid.
- Understanding of issues in relation to occupational health and safety.
- Good written and oral communication skills.
- Ability to communicate with the residents in a manner that enhances their dignity.

*Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.*

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

