

**Position: Cleaner** - Domestic Services Assistant

**EBA:** Health & Allied Services, Managers & Administrative Workers 2021-2025

**Classification:** IN13 (initial 3 months) / IN14

**Salary:** \$24.1368 permanent workers or \$30.17 casual workers per hour increased to \$26.4289 permanent or \$33.036 per hour after 3 months experience

**Superannuation:** 11.0 %

**Working hours:** Casual or Permanent part-time or full-time

**Basis of employment:** Ongoing contract

**Location:** Hamilton Base Hospital

**Team:** Support Service team – Hotel Services

**Line manager:** Hotel Services Manager – Jodi Davis

**Contact For Enquiries:** Jodi Davis P: 55518209 E: [hotel.services@wdhs.net](mailto:hotel.services@wdhs.net)

\*Please do not send your application to this contact

**How to apply:** Online applications.

Go to <https://wdhs.net/v2/home/careers/>

then find the position by title or number and apply

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## **ABOUT US**

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

**Be Yourself** - We value the unique backgrounds, experiences, and contributions that our staff and visitors bring to our service. We are an inclusive organisation and encourage you to apply and become a part of our team at WDHS.

### **About the Role:**

The WDHS Hotel Service team assures our hospital corporate and clinical areas are well presented for staff, patients, and visitors. We pride ourselves in high cleaning standards and maintain a clean, hygienic, tidy and safe environment.

Our cleaning staff are versatile with a variety of cleaning duties required in both indoors & outside.

Our motivated, innovative team inspires and strives for excellence, and have access to state of the art cleaning supplies and equipment ensuring you have the right processes, training and equipment to your job to the best of your ability.

### **Responsibilities and Duties:**

Maintain a clean, hygienic, comfortable and tidy environment. Duties can include servicing and cleaning kitchenettes and basic food services, general cleaning, dusting, vacuuming, mopping, carpet cleaning, toilet servicing, window cleaning, waste & linen management, infectious cleaning, cleaning offices, general public areas and some external cleaning.

Our Cleaners/Domestic Services Assistant reports directly to the Hotel Services Manager who is supported by the WDHS Group Support Service Manager.

### **About You:**

We are seeking a passionate person from the hospitality industry, or who is wanting to commence a career in the hospitality industry who can:

1. Relevant qualifications or equivalent industry experience or demonstrated ability to grasp and learn these skills.
2. Willingness to undergo necessary training.
3. Display customer service excellence.
4. Demonstrate exceptional cleaning knowledge, skills and standards.
5. Demonstrate sound knowledge and understanding of cleaning and food safety standards.
6. Demonstrate the knowledge and importance of waste management.
7. Demonstrated effective time-management, planning and organisational skills and an understanding of how to meet deadlines.
8. Have the ability to follow processes, and instructions to use cleaning equipment.
9. Demonstrate positive interpersonal skills and a team-work approach, including the ability to communicate with a broad range of people.
10. Ability to work and or collaborate in multiple areas throughout the Hotel Services Department.
11. Demonstrate willingness to commit to the mission, and values of WDHS.

### **Benefits of Working with Us**

#### **Staff benefits**

- Flexible working arrangements (full & part-time, contract)
- Internal training and development opportunities to support professional and personal growth.
- External professional development funding support after 12months
- Potential for exciting career pathways and opportunities
- Enterprise Bargaining Agreement based remuneration.
- Salary packaging including capped expenses (\$9,010), meals (\$2,600), novated vehicle leasing.
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.
- A culture which supports staff health and wellbeing including:

- Green Bean Café on site at the Hamilton hospital
- Discounted leisure memberships
- Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

### **Other Requirements**

- Current police check is required for this role
- Food Handlers – Use hygienic practices for food safety
- Current driver's licence is preferred for this role
- Some afterhours work may be required in this position

### **Occupational Health and Safety Responsibilities**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<b><u>1 Nursing / Patient Care Role</u></b> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<b><u>2. Maintenance / Hotel Services Staff Role</u></b> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<b><u>3 Clerical / Administration Role</u></b> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>
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### Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>People, Culture &amp; Development use only</i>	
<b>Date revised:</b> <i>People, Culture &amp; Development use only</i>	<b>July 2023</b>

**When revised please forward electronic copy to:**  
People, Culture & Development Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)