

POSITION DESCRIPTION

Position Title:	Domestic Services Attendant
Reports to:	Domestic Services Supervisor
Supervising:	N/A
Liaises with:	Other staff members and residents
Location:	Eunice Seddon Home Potter Street, Dandenong VIC
Classification:	Wintringham EBA
Hours:	Casual

About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

Position Summary

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 policies and procedures;
- 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
- Be aware of relevant legislative standards and guidelines



- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities
- Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham's quality system
- Understand your responsibilities in relation to your role as defined in the relevant policies and procedures
- Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise
- Duties as directed by the residential Site 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 manufacturer's 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.



Key Selection Criteria

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.

Qualifications:

Desirable

- Certificates in HACCP or Occupational Health and Safety such as infection control, use of chemicals and manual handling
- Certificates in Food Handling/Food Hygiene.

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance 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 _____

