



<b>Position Description</b>	<b>Environmental Services Team Leader</b>	<b>Monitoring Process/es</b>
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<b>Position Summary</b>	The Environmental Services Team Leader will be responsible for ensuring the Environmental Services team work cohesively and cooperatively to maintain Cooinda’s buildings and environment in a clean and safe manner.	
<b>Qualifications &amp; Experience Required</b>	<ul style="list-style-type: none"> <li>• Experience in room and building cleaning in the health care industry.</li> <li>• Understanding of cleaning chemicals and associated safety data sheets.</li> <li>• Ability to promote and maintain a high standard of cleanliness in prescribed work areas.</li> <li>• Time management skills.</li> <li>• Rostering experience desirable.</li> <li>• Demonstrated ICT skills.</li> <li>• Proven ability to maintain confidentiality.</li> <li>• Understanding of infection control standards.</li> <li>• Have a clear understanding of the process to be followed in an infectious diseases outbreak.</li> <li>• Experience with steam cleaning equipment desirable.</li> <li>• Good organisational skills with team orientated approach.</li> <li>• Excellent people skills and be trained in emotional intelligence. Have the skills and emotional understanding to support a team.</li> <li>• Able to direct and manage a team to achieve desired outcomes.</li> <li>• Ability to have difficult conversations in a supportive manner.</li> </ul>	
<b>Hours of Duty</b>	As per Roster	
<b>Conditions of Employment / Award Classification</b>	Cooinda Village Aged Care Enterprise Agreement 2019	
<b>Performance Appraisal</b>	Initial review at 6 months, there after annual or earlier as required	
<b>Authority for Appointment</b>	Chief Executive Officer	
<b>Reports and is accountable to</b>	Hotel Services Coordinator	



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<b>Key Results Required for Team Leader</b>	<ul style="list-style-type: none"> <li>Conduct audits as required and maintain appropriate work schedules, rosters and duty lists.</li> <li>Promote a positive work attitude within the team</li> <li>If a staff member is unavailable for work, take measures to ensure alternative staff are sourced where possible.</li> <li>Lead a team to carry out daily, weekly, monthly and special cleaning routines as detailed on duty lists.</li> </ul>	
<b>Statement of Accountability General Cleaning</b>	<ul style="list-style-type: none"> <li>Maintain and ensure the cleanliness of all areas of Cooinda as outlined in duty lists.</li> <li>Be familiar with external cleaning duties and address any identified gaps with cleaning schedules and standards.</li> <li>Remove residents rubbish and papers from bins located inside passageways and outside each residential house and place in main rubbish bin area ready for collection by contractors.</li> <li>Assist with urgent cleaning requirements throughout facilities, as required.</li> <li>Organise daily cleaning routines with residents' dignity and privacy in mind.</li> <li>Ensure toilets, sinks, ensuites, shower chairs, etc. and associated rails are maintained at all times in a clean and odour free manner.</li> <li>Ensure carpeted and vinyl floors are maintained to a clean and safe standard, free from dust, soil, stains and odour.</li> <li>Attend to spills or soiling immediately they occur.</li> <li>Clean internal windows and remove any smears or marks.</li> <li>Maintain furniture free from dust, crumbs, soil, smears or odour.</li> <li>Ventilate cleaned areas where possible during cleaning process.</li> <li>Complete and sign off cleaning schedule at the end of each shift.</li> <li>Use electric and steam cleaning equipment as necessary.</li> <li>Order cleaning equipment and supplies as required.</li> <li>Organise external cleaning contractors as required.</li> <li>Notify maintenance of required repairs in a timely manner.</li> <li>Train and orientate new staff members.</li> <li>Address any staff concerns with work schedules and cleaning gaps that may occur.</li> <li>Encourage positive attitudes in staff at all times.</li> <li>Conduct cleaning audits as required twice yearly.</li> <li>Organise replacement staff on an on call basis when staff call in sick.</li> <li>Ensure allocation of staff to work areas when required.</li> <li>Undertake other duties as requested by Senior Staff.</li> </ul>	



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<p><b>Physical Requirements of the Position</b></p> <p>These requirements are needed to carry out the essential elements of the position, as outlined in this position description.</p> <p>The following frequency descriptions relate to a normal working day:</p> <p>Continuous = 75% to 100%          Frequent = 25% to 75%          Infrequent = 0% to 25 %</p>	<p><b>CONTINUOUS</b></p> <p><b>Standing and Walking</b></p> <ul style="list-style-type: none"> <li>• Major components of the position.</li> <li>• Required for movement around the facility.</li> <li>• Requires the ability to use both legs on a variety of surfaces.</li> </ul> <p><b>Balancing</b></p> <ul style="list-style-type: none"> <li>• Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out role requirements.</li> </ul> <p><b>Lifting and Carrying</b></p> <ul style="list-style-type: none"> <li>• Required in the movement of objects around the facility, including movement from lower to higher and/or horizontally and/or place to place. Requires the full use of both arms and hands.</li> </ul> <p><b>Reaching and Stretching</b></p> <ul style="list-style-type: none"> <li>• Required in the movement of objects around the facility.</li> </ul> <p><b>Grasping and Finger Movement</b></p> <ul style="list-style-type: none"> <li>• The ability to pinch, pick, grasp, type and hold objects is required.</li> <li>• Ability to conduct repetitive motions with hands, wrists and fingers.</li> </ul> <p><b>Handling and Feeling</b></p> <ul style="list-style-type: none"> <li>• Finger dexterity and hand-eye coordination along with full hand and wrist movement.</li> <li>• Ability to perceive attributes of objects by touching with skin, particularly that of the fingertips.</li> </ul> <p><b>Talking</b></p> <ul style="list-style-type: none"> <li>• Excellent understanding of the English language is required.</li> <li>• Ability to communicate effectively.</li> </ul> <p><b>Hearing</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain hearing acuity with correction if required and the ability to hear and understand whispered conversations at a distance of up to one (1) metre.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Ability to interpret what is heard.</li> </ul> <p><b>Vision</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain 20/20 vision using correction if required.</li> <li>• Ability to see and recognise objects and read documents.</li> <li>• Ability to discriminate between colours and to determine depth perception.</li> </ul> <p><b>Smelling</b></p> <ul style="list-style-type: none"> <li>• Ability to distinguish odours and identify hazards.</li> </ul>	
	<p><b>FREQUENT</b></p> <p><b>Climbing</b></p> <ul style="list-style-type: none"> <li>• Required when ascending or descending stairs or ladders. Requires body agility, including the ability to utilise both legs and feet and/or hands and arms.</li> </ul> <p><b>Pushing and Pulling</b></p> <ul style="list-style-type: none"> <li>• Required to draw, drag, push or tug objects around the facility including, but not limited to, wheelchairs, recreational aids and trolleys.</li> </ul> <p><b>Bending and Crouching</b></p> <ul style="list-style-type: none"> <li>• Bending at waist level whilst carrying out role requirements.</li> <li>• Ability to crouch to floor level when required.</li> </ul> <p><b>Twisting</b></p> <ul style="list-style-type: none"> <li>• May be required in carrying out role requirements and in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.</li> </ul> <p><b>Repetitive Motions</b></p> <ul style="list-style-type: none"> <li>• Repetitive motions of the wrists, hands or fingers may be required in carrying out role requirements.</li> </ul>	



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	<p><b>INFREQUENT</b></p> <p><b>Kneeling</b></p> <ul style="list-style-type: none"><li>• May be required when carrying out role requirements.</li></ul>	
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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed: November 2022