



Position Description

Cleaner

Position Summary	<p>Environmental Services staff are responsible to work and support each other in a positive manner to maintain and clean internal and external areas of the whole facility, in order to meet the required standards and ensure a welcoming clean environment for all</p> <p>Cleaners are to maintain and follow safe work practices according to appropriate policies and procedures and OH&S requirements</p>
Qualifications & Experience Required	<ul style="list-style-type: none"> • Experience in cleaning in the health care industry • Understanding of cleaning chemicals and associated Material Data Safety Sheets • To maintain a high standard of cleanliness in designated work area • Well developed time management skills and the ability to plan work schedules • Experience in cleaning residential aged care facilities • Understanding and a working knowledge of infection control standards • Good communication and interpersonal skills • The ability to work safely in an area with people living with dementia
Hours of Duty	As per fortnightly roster
Conditions of Employment / Award Classification	Cooinda Village Aged Care Enterprise Agreement 2019
Performance Appraisal	Initial review at 6 months, there after annual or earlier as required
Authority for Appointment	Chief Executive Officer
Reports and is accountable to	Environmental Services Team Leaders/Executive Manager Building and Environment
Key Results Required	<ul style="list-style-type: none"> • To be committed to maintain a clean, safe and welcoming environment for staff and residents • To promote OH&S throughout the facility • To ensure Infection Control measures are maintained as per policy and procedures



Position Description

Cleaner

	<ul style="list-style-type: none"> • To ensure unsafe equipment is reported to appropriate personnel immediately • To adhere to safe chemical usage • To Promote a positive working attitude amongst colleagues • To focus and work toward required accreditation cleaning standards • To work collaboratively as a member of a team or individually as required
<p>Statement of Accountability</p>	<ul style="list-style-type: none"> • To log onto Ecase communication system at beginning of each shift to pick up any personal messages or messages for the environmental team • To carry out daily, weekly, monthly and special cleaning routines as detailed on duty list, including external surrounds as indicated on work schedules • To maintain all residents' rooms, passageways, lounge dining room area, entrance ways, administration, nurse station/offices and public areas including windows (internal) and sills in a clean, odour free and tidy manner, at all times • To maintain recreational rooms, consulting rooms, hands free wash basins, common toilets and public areas including windows (internal) and window sills in a clean, odour free and tidy manner, at all times • To remove resident rubbish and papers from bins located inside passageways and outside each residential Block and place in main rubbish bin area ready for collection by contractors • To assist with urgent cleaning requirements throughout facilities, as required, and undertake other duties as maybe requested by the Team Leader or management staff • To organise daily cleaning routines to maximise residents' dignity and privacy • To ensure all toilets, sinks, ensuite and associated rails are maintained at all times in a clean and odour free manner • To ensure carpeted and vinyl floors areas are maintained to a clean and safe standard, free from dust, soil, stains and odour • To attend to spills or soiling immediately they occur • Clean internal and external windows and remove any smear etc as per work schedules • To maintain soft furniture free from dust, crumbs, soil, smears or odour • To ventilate cleaned areas where possible during cleaning process • To ensure duty lists are completed and signed in your particular area at the end of each shift



Position Description	Cleaner
-----------------------------	----------------

	<ul style="list-style-type: none"> • To use stores appropriately and with due consideration to not wasting supplies • Inform ordering personal of any shortage in stock items required • To maintain all cleaning equipment in a clean and safe condition at all times • To understand cleaning routines and requirements to be used in an infectious diseases outbreak
<p>Physical Requirements of the Position</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>CONTINUOUS</p> <p>Standing and Walking</p> <ul style="list-style-type: none"> • Major components of the position. • Required for movement around the facility. • Requires the ability to use both legs on a variety of surfaces. <p>Balancing</p> <ul style="list-style-type: none"> • Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out role requirements. <p>Lifting and Carrying</p> <ul style="list-style-type: none"> • 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. <p>Reaching and Stretching</p> <ul style="list-style-type: none"> • Required in the movement of objects around the facility. <p>Grasping and Finger Movement</p> <ul style="list-style-type: none"> • The ability to pinch, pick, grasp, type and hold objects is required. • Ability to conduct repetitive motions with hands, wrists and fingers. <p>Handling and Feeling</p> <ul style="list-style-type: none"> • Finger dexterity and hand-eye coordination along with full hand and wrist movement. • Ability to perceive attributes of objects by touching with skin, particularly that of the fingertips.



Position Description

Cleaner

Talking

- Excellent understanding of the English language is required.
- Ability to communicate effectively.

Hearing

- 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.
- Ability to interpret what is heard.

Vision

- Ability to maintain 20/20 vision using correction if required.
- Ability to see and recognise objects and read documents.
- Ability to discriminate between colours and to determine depth perception.

Smelling

- Ability to distinguish odours and identify hazards.

FREQUENT

Climbing

- 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.

Pushing and Pulling

- Required to draw, drag, push or tug objects around the facility including, but not limited to, wheelchairs, recreational aids and trolleys.

Bending and Crouching

- Bending at waist level whilst carrying out role requirements.
- Ability to crouch to floor level when required.



Position Description

Cleaner

	<p>Twisting</p> <ul style="list-style-type: none">• 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. <p>Repetitive Motions</p> <ul style="list-style-type: none">• Repetitive motions of the wrists, hands or fingers may be required in carrying out role requirements.
	<p>INFREQUENT</p> <p>Kneeling</p> <ul style="list-style-type: none">• May be required when carrying out role requirements.

Employee Signature: _____

Date: _____

Reviewed: December 2019