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|  | Position Description  Version: 1 |

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| **Position Title:** | | Cleaner | | | |
| **Reports To:** | | Home Manager (or delegate) | | | |
| **Date of Preparation:** | | 10/2/2022 | **Date Updated:** | |  |
| **Primary Purpose** | | | | | |
| The cleaner contributes to a safe, clean living environment for residents and work environment for staff.   * Routine and project cleaning tasks according to established cleaning schedules. Cleaning tasks include mopping and vacuuming floors, carpet cleaning, damp dusting, cobweb removal, window cleaning, waste management, restocking of supplies, collection of soiled linen and clothing as required * Completion of cleaning tasks according to infection control and occupational health and safety requirements including the safe storage and use of cleaning chemicals * Recording of the completion of cleaning schedule tasks | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.   ***Excellence in Service Delivery:***   * Cleaning tasks are completed according to routine and project cleaning schedules * Cleaning tasks are completed according to infection control and occupational health and safety requirements including the safe storage and use of cleaning chemicals * Adequate supplies of toilet paper, hand towel, disposable gloves and soap are available for resident and staff use * The completion of cleaning tasks is evident through the record of completion and the visual cleanliness and tidiness of the facility   ***Excellence in Service Development:***   * Provides competent care/service in accordance with the organisation’s documented policies and procedures, and legislative requirements relevant to role * Completes a CAR Form when there is an identified need to improve * Actively participates and contributes to Quality Activities which promote continuous improvement to service provided, such as, follow up of CAR Forms, meetings, working parties, ongoing education, review of procedures, evaluation of new products and equipment   ***Wise Stewardship***   * Maintains own knowledge and skills through participation in in-service and continuing education, including: emergency procedures training, reading notice boards regularly, newsletters and memos as distributed * Annual Training objectives completed following appraisal to ensure skills and knowledge development to fulfil role * The employee is expected to attend training annually as required by management. Fire & Emergency procedures training is mandatory training and will be paid time. * ***WH&S Responsibilities:*** * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Other staff at the home * Residents | | | | |
| External: |  | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * NA | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Experience in cleaning tasks such as; mopping, vacuuming, carpet cleaning, damp dusting, window and high cleaning * COVID-19 vaccination is a mandatory requirement unless assessed exempt * Influenza vaccination is a mandatory requirement unless assessed exempt   **Desirable**   * Knowledge and experience in safe chemical handling * Cleaning experience in residential aged care * Certificate II or III in Cleaning | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |