



Calvary Bruce Private Hospital

ALL CALVARY SERVICES

Version:1.1

Position Title:	Housekeeping Assistant		
Number of Positions:		Cost Centre:	S1510
Site/Facility:	Calvary Bruce Private Hospital		
Department:	Housekeeping		
Enterprise Agreement	Calvary Bruce Private Hospital Health Professionals and Support Services Enterprise Agreement 2017		
Classification:	Domestic Services level 1		
Reports To:	Housekeeping Coordinator		
Date of Preparation:		Date Updated:	07/08/2019

Primary Purpose

- Housekeeping Assistants will be required to maintain hospital cleaning to a high standard and provide a clean and safe environment for all customers
- Cleaning patient rooms and toilets
- Making patient beds
- Cleaning and sanitizing public areas
- Cleaning Operating theatres
- Appropriate use of personal protective equipment and chemicals
- Adhere to Calvary's policy and procedure
- Working collectively with the other team members
- Reporting any hazard identified to supervisor or manager
- Complete mandatory shift reports as required.
- Complete all mandatory e-Learning modules and keep up to date with updates
- Attend staff departmental meetings, read minutes and emails and be updated at all times.
- Assist with all other duties as directed by Hospitality Catering Manager or Head Chef as required

Organisational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Our Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.

Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary Bruce Private we work together to provide opportunities that empower and enrich our staff.

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 Care:

- Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.
- Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

Service Development & Innovation:

- Demonstrated experience and understanding of the need for continuation of both personal and professional development

Documentation:

- Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner

Community Engagement:

- 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

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:	<ul style="list-style-type: none">• Department Managers• Patients / visitors• Staff
External:	<ul style="list-style-type: none">• Suppliers

Position Impact

Direct Reports:	House Keeping Coordinator
Budget:	<i>As per EBA classification</i>

Selection Criteria

Essential:

- Knowledge of Occupational Health & Safety issues
- Ability to work as part of a team.
- Effective communication & interpersonal skills
- Ability to use initiative and work unsupervised.
- Commitment to providing and maintaining excellent customer service.
- Commitment to ethical practices.
- Ability to interpret Material Safety Data Sheets (MSDS), labels and safe work practices.
- Have, or be willing to obtain, Certificate II / III in Health Support Services
- WWP Card

Desirable:

- Previous experience in a similar role
- Working Knowledge of Infection Control Procedures