

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	TasEquip - Asset Cleaner
<b>Position Number:</b>	514250, 525535
<b>Classification:</b>	Health Services Officer Level 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - TasEquip
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	South, North
<b>Reports to:</b>	Statewide Program Director - TasEquip
<b>Effective Date:</b>	February 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registration to Work with Vulnerable People <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
<b>Desirable Requirements:</b>	Completion of Certificate III in Asset Maintenance (Cleaning Operations) or similar and/or previous cleaning experience preferably within a healthcare environment  Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

In accordance with established policies and guidelines, the TasEquip - Asset Cleaner is responsible for the effective and efficient cleaning of TasEquip assets by:

- Undertaking asset cleaning activities efficiently and effectively including but not limited to the dismantling, cleaning and recording of assets through cleaning processes.
- Following infection control processes.
- Maintaining a safe, tidy workplace.

## Duties:

1. Provide effective and efficient cleaning of assets in accordance with Agency policies and guidelines.
2. Follow infection control procedures including but not limited to:
  - Separating clean and soiled assets.
  - Cleaning and tidying facilities before assets are removed from area.
  - Following manufacturer's instructions for cleaning in conjunction with Agency policies and guidelines.
3. Ensure cleaning equipment is stored, used and maintained according to Agency policies and guidelines, including reporting faults to enable corrective action to be undertaken.
4. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- The work is carried out under supervision of the Statewide Program Director - TasEquip.
- Responsible for a high standard of asset cleanliness.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated ability and experience in efficiently cleaning to a consistently high standard, or the ability to acquire such knowledge.
2. Knowledge and understanding of the safe handling of chemicals, safe manual handling techniques and work health and safety principles.
3. Demonstrated ability to prioritise work, together with sound communication and interpersonal skills.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).