

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Cleaner
<b>Position Number:</b>	Generic
<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 – Statewide Mental Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Relevant Operational Manager
<b>Effective Date:</b>	February 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

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:

Maintain a high standard of cleaning in allocated areas, removal of garbage and collection/distribution of linen.

## Duties:

1. Perform general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout Statewide Mental Health Services work areas as directed.
2. Undertake special cleaning tasks and other related duties, including removal of garbage and collection/distribution of linen.
3. Ensure equipment is used and maintained in the correct manner and report faults to enable corrective action to be taken.
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:

- Ability and willingness to work in all areas of Statewide Mental Health Services in various capacities as required.
- Responsible to the relevant Operational Manager for a high standard of cleanliness across relevant work areas.
- Ensure a caring and courteous manner is shown towards patients, relatives, and members of the public.
- 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. Previous cleaning experience, preferably within a hospital environment.
2. Awareness of, and familiarity with, equipment currently in use within the commercial cleaning industry.
3. A basic knowledge of cleaning procedures and solutions.
4. Understanding of safe manual handling techniques.
5. Ability to work effectively individually or in a team environment and to communicate effectively with colleagues and clients.

## 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](#).