





POSITION DESCRIPTION

Position Title - Cleaner

Position Purpose

The primary purpose of this position is to maintain the cleanliness of allocated sites by performing various cleaning tasks. Duties may vary depending upon the size and structure of the building. Duties include, dusting and wiping; emptying bins; cleaning and disinfecting kitchens and bathrooms and; sweeping, vacuuming and mopping floor areas.

Division:	Contract Services	Reports to	Team Leader,
		Direct Reports:	Nil
Internal Relationships:	Scope Sites	External Relationships	Direct customers
Delegation of Authority	None	Category	Cleaner
Employment Contract	Part Time	Award	Supported Employment Services Award 2010

Scope's Mission	Scope's mission is to enable each person we support to live as an empowered and equal citizen.
Scope's Vision	<p>Scope will inspire and lead change to deliver best practice. We will:</p> <ul style="list-style-type: none"> • support and listen to each person and their family. • provide leadership to influence strategy and policy. • deliver person driven, flexible & responsive services to build a sustainable future. • build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research. <p>We will deliver better outcomes.</p>
Scope Approach	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>see the person</p> <p>.....</p> <p>We listen to understand. We see the potential. We recognise how you do things and what you achieve. We take personal responsibility. We build excellent relationships with our clients and customers. We understand the balance between risks and rights.</p> </div> <div style="text-align: center;">  <p>do it together</p> <p>.....</p> <p>We lead in line with The Scope Approach. We work together to achieve shared goals. We build sustainable and ethical partnerships. We support each other. We communicate early and honestly. We share responsibility for safety.</p> </div> <div style="text-align: center;">  <p>do it right</p> <p>.....</p> <p>We use systems and processes in our work. We deliver quality outcomes safely and on time. We understand risks and opportunities. We are a financially sustainable organisation. We own the consequences of our actions. We take pride in the delivery of our mission.</p> </div> <div style="text-align: center;">  <p>do it better</p> <p>.....</p> <p>We develop creative solutions. We review and continually improve. We understand what is working and what is not. We seek and respond to feedback. We build capacity in all that we do. We are a leader in safety.</p> </div> </div>

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Key Function	Key Accountabilities, Responsibilities & Deliverables
Service Provision	<ul style="list-style-type: none"> Adhere to and work in accordance to Scope and contracted sites policies and procedures including Scope code of conduct and the disability service standards Undertake all cleaning functions as per the respective site's cleaning schedule
Workplace Health & Safety	<ul style="list-style-type: none"> Comply with all policies and procedures with regard to Safe Work Practices, Cleaning methodologies and Scope OH&S policies

SELECTION CRITERIA Position Title	
Qualifications & Knowledge/Experience	<ul style="list-style-type: none"> No minimal qualification required. Ability to communicate in English essential Cert II in Assets Maintenance desirable
Knowledge and Experience	<ul style="list-style-type: none"> Experience in cleaning desirable but not essential as full training will be provided Commitment to client service and willingness to be accountable for their performance
Behavioural Competencies	<ul style="list-style-type: none"> Ability to work under the direction of a Team Leader Courteous, honest, open and clear communicator Corporate grooming and personal presentation
Licenses & Accreditations	<ul style="list-style-type: none"> NDIS Clearance within the last 5 years Working with Children's check (required for all direct support roles) Must satisfy all visa requirements for working in Australia.

Authorisation:

This Position Description has been reviewed and approved by the General Manager Ian Morgan and is effective from the 31/03/2018

People & Culture Authorisation

Job Evaluation Completed: _____ Position Created: _____

Organisation Hierarchy Amended: _____