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| **Position Title**  | Housekeeper |
| **Classification**  | Level 1  |
| **School/Division** | University Hall |
| **Centre/Section** | Facilities Management  |
| **Supervisor Title**  | Housekeeping Supervisor |
| **Supervisor Position Number**   | FSR 318902 |
| **Position Number** | FSR 322450, 322451 |

**Your work area**

University Hall (UniHall) is the residential college owned and operated by The University of Western Australia (UWA). Over 750 UWA students from over 50 countries live, socialise and study at UniHall making it a fun and exciting collegial community. The University Hall Housekeeping team manage and undertake housekeeping activities to support student living.

**Reporting structure**

Reports to: Housekeeping Supervisor, Deputy Housekeeping Supervisor, Senior Housekeeper

**Your role**

The role of a Housekeeper is to attend to the facilities of University Hall with integrity and attention to detail. The goal is to create a clean and orderly environment for our students, staff and visitors. Cleaning bedrooms, common spaces and outdoor areas as well as conference set-ups and general cleaning duties are core responsibilities.

**Your key responsibilities**

* Dusting and polishing furniture and fixtures
* Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks
* Maintaining a clean and sanitising kitchen areas
* Making beds and changing bed linen when required
* Washing the outside of windows
* Vacuuming and cleaning carpets and rugs
* Sweeping/vacuuming, polishing, and mopping hard floors
* Sorting, washing, loading, and unloading laundry when required
* Using any cleaning equipment such as vacuums, mops, small carpet shampoo machine and other cleaning tools
* Keeping common bathroom amenities stocked with toilet paper, handwash, and paper towel
* Cleaning mirrors, inside surfaces of windows and other glass surfaces
* Emptying rubbish bins and disposing of waste
* Cleaning blinds using spray and wipe
* Reporting any necessary repairs or replacement of equipment
* Reporting of Maintenance in rooms and common areas
* Other duties as directed by the Housekeeping leadership team

**Critical Physical Demands**

* Constant walking, standing for the whole shift (with tea and lunch breaks) mostly on hard surfaces usually carrying cleaning aids, pushing cleaning trolley or using cleaning equipment.
* Walking up and down steps – in the old building 16 steps between 4-6 times per day carrying spray bottle, cloths, scourer and mop, linen tub weighing 5-6 kgs, paper towels, toilet paper, hand wash
* Repetitive bending combined with rotation of lumbar spine – wiping, mopping, vacuuming, sweeping, removing waste, replacing bin liners, changing bed linen
* Reaching and working above shoulder height to dust, wipe, scrub and take folded linen from trolley
* Repetitive upper limb activity while reaching in all directions including while wiping, scrubbing, dusting surfaces, and replenishing disposable towels, placing laundry in washing machine and dryer

**Your specific work capabilities (selection criteria)**

* Excellent teamwork skills
* Excellent safety awareness
* Excellent cleaning skills
* Excellent communication skills

**Special requirements (selection criteria)**

Elements of this role require intensive physical labour. A Fit for Work Assessment will be required prior to commencing work.

* Current Working with Children Check
* Current National Police Clearance Certificate
* Working hours will be outlined on contract, however, there may be opportunities to work additional hours at key times of the year.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)