

Position Description



Position Title:	Cleaner
Reports to:	Quality and Administration Coordinator
Classification:	Ancillary Worker, Aboriginal Controlled Community Health Services Award 2010
Tenure/Hours of Work:	Part-time 15 hours per week

Background

The Kirrae Health Service Inc was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community and surrounds in a manner that is effective, culturally sensitive and acceptable to the community.

1. Main Objectives of This Role

Provide a range of cleaning and maintenance services to ensure the professional appearance and safety of the Kirrae Health Service building and facilities.

Develop a positive and respectful relationship with the consumer and address them courteously and appropriately.

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2. Job functions and responsibilities

General requirements

Cleaning - Kirrae

Clean and maintain building as per the Cleaning Checklist including but not limited to the following types of duties:

- Ensure all offices, clinical rooms, meeting rooms, playgroup, kitchens, toilets, laundry and community areas are neat, tidy and clean.
- Tasks include vacuuming, sweeping, dusting, cleaning and disinfecting surfaces
- Ensure good standards of hygiene are maintained, risk of contamination is minimised and check for any hazards.
- Clean toilets. Ensure sufficient toilet paper, hand towels, hand soap.
- All internal rubbish bins are emptied minimum of twice weekly, recycling, organic and general waste
- Kitchen areas cleaned and maintained. Fridges, freezers and microwaves kept clean and tidy
- Cleaning and maintenance of floor surfaces in the building
- Clean door trims, skirting boards, window ledges
- Ensure entrance is clean and tidy
- Liaise with reception/supervisor to ensure sufficient cleaning stores on hand
- Window cleaning when required

3. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

4. Key Performance Indicators

- Building Cleaning Checklist followed
- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity

5. Reporting Relationships

Internal

- This position reports to the Quality and Administration Coordinator

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External

- Community members

6. Professional Development

- Participate in training as required
- Participate in work plan reviews as required

7. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all Risk Assessment and QIC Accreditation criteria
- Play an active role in the KHS Risk Management Framework

8. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

Minimum Qualifications / Skills Required

- Cleaning Experience
- Knowledge of hygiene and cleaning techniques
- Knowledge of manual handling procedures
- Good verbal communication skills
- Confidence and ability to interact with a wide range of people
- Able to complete all tasks in a timely manner
- Good organisational skills
- Good time management skills
- Ability to work independently
- Good presentation and a pleasant manner
- Knowledge of Aboriginal health and social issues
- Current driver's licence

EXPERIENCE:

- Cleaning and hygiene in a health environment or equivalent
- Working with Aboriginal people and Aboriginal communities
- Able to complete all tasks in a timely manner
- Good organisational skills

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- Good time management skills
- Ability to work independently

KNOWLEDGE:

- An understanding of Aboriginal Culture
- Knowledge of contemporary issues in Aboriginal Communities
- Willingness and ability to learn new skills
- Good communication skills

ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff
- Contribute to and support positive staff morale.
- Show sensitivity to the needs of Kirrae Health Service clients.
- Promote and present a positive image Kirrae Health Service to other staff, clients and the community in general.
- Confidence and ability to interact with a wide range of people
- Good presentation and a pleasant manner

Other Requirements:

Employment is subject to a satisfactory Police Check and Working with Children's Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: _____

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