

POSITION DESCRIPTION	CLEANER	PD No:
PURPOSE	The Cleaner contributes to a safe, clean, home like living environment for residents and work environment for staff.	
KEY SELECTION CRITERIA	Essential: 1. Experience in cleaning tasks such as; mopping, vacuuming, damp dusting Desirable: 2. Knowledge and experience in safe chemical handling 3. Cleaning experience in residential aged care 4. Certificate II or III in Cleaning	
CONDITIONS OF EMPLOYMENT	According to the Aged Care Award, Karingal Seymour's Enterprise Agreement and Contract of Employment	
PHYSICAL STANDARDS (approximate)	<ul style="list-style-type: none"> Walk / Stand 85 - 100 % of the time. Bend, squat up to 50 % of the time. Push trolleys and equipment such as, mop and vacuum cleaner up to 30 % of the time. Stretching using equipment such as, mop, vacuum cleaner, dusting equipment with extension handles 30 % of the time 	
RESPONSIBLE TO	Corporate Services Manager	
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> Routine and project cleaning tasks according to established cleaning schedules. Cleaning tasks include mopping and vacuuming floors, damp dusting, waste management, restocking of supplies. Completion of cleaning tasks according to infection control and occupational health and safety requirements including, the safe storage and use of cleaning chemicals Recording of the completion of cleaning schedule tasks and monitoring processes as instructed 	
REPORTING REQUIREMENTS	Reports items for replacement and issues related to resident's personal clothing to the CSM or Care Co-ordinator	
PERFORMANCE APPRAISAL	3 monthly, then annually, then two yearly by manager or, as requested by employer or employee.	
Key Result Area	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	1. Utilises effective time management to promote efficiency across all business operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks.	<ul style="list-style-type: none"> Improvement Form System Management Meetings

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SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be an OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Management Meetings • Incident Reporting Process • Coaching by Manager 	
QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • Performance Appraisal • Quality Activity Reports • Meeting Minutes 	
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Record 	
CLEANING PRACTICE	<ol style="list-style-type: none"> 1. Cleaning tasks are completed according to routine and specific cleaning schedules. 2. Completion of cleaning tasks is evident by the record of completion and the visual cleanliness and tidiness of the facility 3. Cleaning tasks are completed according to infection control and occupational health and safety requirements including the safe storage and use of cleaning chemicals. 4. Adequate supplies of toilet paper and soap are available for resident and staff use. 	<ul style="list-style-type: none"> • Performance Appraisal • Environmental Inspection Reports • Internal Assessment System • Resident Satisfaction Survey 	

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SKILLS AND TRAINING ANALYSIS SKILL	Name:				
	Date:	Date:	Date:	Date:	Date:
1. Participates in problem solving activities relevant to cleaning					
2. Communicates with peers, residents and others					
3. Able to use the telephone for incoming, transfer and outgoing calls					
4. Works well within the team					
5. Participates in continuous improvement activities related to cleaning					
6. Able to complete tasks within acceptable time frames					
7. Works in a safe manner according to OH&S policy and procedure					
8. Safe chemical handling					
9. Performs manual handling according to documented procedures / guidelines					
10. Practices standard precautions					
11. Cleaning of windows					
12. Cleaning of hard floors					
13. Cleaning of soft floors					
14. Cleaning of walls, skirtings & ceilings					
15. Cleaning of doors					
16. Cleaning of electrical fixtures and appliances					
17. Cleaning of toilet & bathroom fixtures					
18. Cleaning of resident equipment					
19. Cleaning of furniture & fixtures					
20. Odour control					
21. General tidiness					
22. Cleaning of external features, fire exists					
23. Cleaning of cleaning equipment					
24. Spills management					
25. Effective stock control according to procedures and budget					
Manager initial					
Staff Member initial					

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others