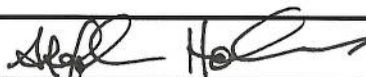


| Position description Cleaner | | | |
|---|------------------|------------------------|--------------------------------------|
| Position details: | | | |
| Position title: | Cleaner | Reports to: | Manager Operations Residential (MOR) |
| Department/Division: | Residential Care | Direct reports: | NIL |
| Position: | | | |
| <p>Goodwin employs cleaners to deliver cleaning services both front and back of house. Cleaning staff are part of a team who perform tasks to ensure residents receive services and support to maintain a safe, dignified, high quality of life. Cleaning staff are known as "Multi-skilled" and may work across care and support streams including care, activities, catering, cleaning or laundry. Cleaners may work in any and all streams. Cleaners work at a designated residential aged care facility, but may be relocated to another facility as organisational and resident needs change.</p> | | | |
| Key responsibilities: | | | |
| <ul style="list-style-type: none"> • Provide quality cleaning services to residents in accordance with specified requirements. • Clean all public areas as per scheduled cleaning task logs. • Ensure all allocated work tasks are completed through effective prioritisation. • Ensure the quality of services delivered to residents meets set standards. • Ensure incidents/events are reported to management as per policy. • Adhere to infection control policies and procedures. • Contribute to improving the overall support operations delivered by Goodwin. • Maintain and promote Goodwin's reputation as a quality aged care provider. • Maintain the customer service culture and present professionally to all people. | | | |
| Other: | | | |
| <ul style="list-style-type: none"> • Compliance with organisational policies and procedures, legislation, work health and safety and diversity. • Commitment to quality systems and continuous improvement. | | | |
| Selection criteria: | | | |
| Qualifications: | | | |
| Desirable: | | | |
| <ul style="list-style-type: none"> • Certificate III in Individual Support (Ageing/Home and Community) or Certificate in Cleaning (or equivalent) | | | |
| Essential Skills: | | | |
| <ul style="list-style-type: none"> • Experience in the delivery of cleaning services in private and public areas. • Understanding of the use and application of chemicals. • Experience in achieving outcomes and skill development. • Ability to work with limited supervision. • Strong interpersonal skills and ability to communicate with a range of stakeholders. | | | |
| Personal attributes: | | | |
| <ul style="list-style-type: none"> • High ethical standard, is trustworthy and confidential. • Works well individually and as a team member. • Has consideration and respect for others and their views. • Adapts to changing environments and demands. • Enthusiastic, energetic, projects a positive image. • Good attention to detail, efficiency and effectiveness. | | | |

| Position description Cleaner | |
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| Work health and safety: | |
| <ul style="list-style-type: none"> Participate and contribute to work health & safety practices to ensure a safe work environment. | |
| Position approval: | |
| This position is approved at GACS Level 1 under the Goodwin Enterprise Bargaining Agreement. | |
| Authorisation: | |
| This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the CEO/COO signature. | |
| CEO/COO signature: | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> Date: 26/7/16 </div> </div> |