

POSITION DESCRIPTION

Position Title:	Cleaner
Business Unit/Department:	Environmental Services
Division:	Health Support Services
Award/Agreement:	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025
Classification:	IN 18
Reports To:	Environmental Services Coordinator
Direct Reports:	N/A
Date Prepared/Updated:	1 November 2023

Position Purpose
The cleaner is responsible for undertaking cleaning activities and other appropriate duties as directed by hospital management.
Business Unit Overview
To achieve a high standard of cleaning services that exceeds the Victorian Hospital Cleaning Standards minimum standards. To ensure all customers (patients / visitors & employees) receive a high level of service satisfaction that can be provided within the allocated resources available. To ensure employees are adequately skilled and appropriately trained to deliver services in a safe and effective manner.
Key Responsibilities
<ul style="list-style-type: none"> • Undertake cleaning activities as directed, in accordance with Area Checklist hospital standards and infection control guidelines • Ensure highest cleaning standards are maintained in accordance with the Hospital Quality Improvement Program • Ensure services are prioritized and delivered in accordance with customer needs, paying particular attention to areas used by patients and public • Respond to the results of cleaning audits by undertaking necessary corrective action • Clean up and dispose of all body fluids using appropriate precautions • Actively seek feedback from employees regarding quality of your practice • Ensure a professional manner to all employees, patients and their visitors by being courteous and helpful • Provide clear and concise communication with employees in the process of performing duties • Respond promptly to calls for service and/or negotiate a mutually convenient time for completion of tasks based on workload and urgency of requests

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- Ensure attendance at ward/departmental meetings as required
- Participate in training programs relevant to infection control, departmental cleaning standards, emergency and OHS procedures and other training as directed
- Ensure equipment and technology is used in accordance with manufacturer's specifications and report faulty or broken cleaning equipment in need of repair
- Ensure all cleaning equipment is cleaned after use in accordance with manufacturer's specifications
- Ensure only cleaning chemicals authorized by the Environmental Services Manager are used to complete cleaning tasks and chemical dilution is accordance with manufacturer's specifications.
- Ensure familiarity of specific chemical MSDS before commencement of chemical use
- Carry such communications devices (e.g. pagers or two-way radios) as directed to enable the efficient conduct of the required duties.
- Perform other duties as directed

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organizational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Environmental Services Manager
- Environmental Services Co-Ordinator
- Nurse Unit Managers
- DON's
- Ward Healthcare team

External:

- Patients and Families
- Visitors

Selection Criteria

Essential

- Service orientated
- Able to read and write English
- Attention to method and application to detail
- Ability to work in a team whilst being self- directed
- Diligence
- Neat personal presentation and hygiene
- Positive proactive attitude
- Experiencing in cleaning, preferable in a health care environment

Desirable

- Certificate 3 Health Support Services – Cleaning (or equivalent)

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunization Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment

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- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorized disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organization promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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