



POSITION STATEMENT

- POSITION TITLE:** Cleaner
- REPORTS TO:** Cleaning Supervisor/Chief Executive Officer
- AWARD/AGREEMENT:** Boneham Aged Care Services Inc Aged Care Employees ANMF-SA & United Workers Union Enterprise Agreement 2025
- CLASSIFICATION:** Contract

POSITION STATEMENT

Responsible to the Resident Services Manager to perform all domestic cleaning duties required to maintain a safe, clean environment for residents and staff by following established procedures and work practices.

KEY OUTCOMES AND RESPONSIBILITIES

The following outcomes will inform KPIs, assessable as part of performance assessment.

- Ensure that a high standard of hygiene is maintained at all times by undertaking cleaning tasks in accordance with established work practices.
- Ensure that chemicals and equipment are utilised correctly and safely by adhering to prescribed instructions and reporting malfunctions promptly.
- Ensure that skills, knowledge, and proficiency are maintained at an appropriate level by attending education, training and re-training programs on cleaning techniques and Manual Handling.
- Contribute to the Work Health and Safety goals of the organisation by reviewing work practices and procedures and ensuring all cleaning staff follow standard routines.
- Comply with workplace procedures for Risk Identification, Risk Assessment and Risk Control, and participate in all activities associated with management of workplace health and safety issues.
- To participate actively in the planning and implementation of any rehabilitation program with the primary goal being to return to work as soon as possible.
- Ensure principles and practices of infection control are adhered to as part of normal duties.
- Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted, or modified, in consultation and as directed by Resident Services Manager, or as necessary. Position statements and staff performance will be reviewed regularly.

QUALIFICATIONS

- Current police clearance check and have the original of the certificate that is dated no more than 3 years old and must be assessed as being suitable to work in aged care.

SKILLS, KNOWLEDGE, AND ATTRIBUTES

- Ability to follow established work procedures.
- Basic knowledge of cleaning in aged care or other health care facilities.
- Genuine Empathy with the Aged.

MANDATORY REQUIREMENTS

Police clearance satisfying requirement of the Aged Care Act 2024.

In accordance with the Aged Care Act 2024 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence
- Someone who is an insolvent under administration
- Someone who is of unsound mind.

OTHER REQUIREMENTS

Work Health & Safety Responsibilities

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and the organisational policies, procedures and standards.
- Promote effective work health and safety practices from all staff.
- Monitor compliance with work health and safety legislation.

Equal Employment Opportunity Principles

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment, and intimidation.

Consumer Rights

- Demonstrating knowledge and commitment to resident's rights and responsibilities with regard to health care provision.

Confidentiality

- Demonstrating an understanding of confidentiality and privacy policies and legislation.

Disability Discrimination

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

PERFORMANCE MANAGEMENT

New Employees:

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development.

All Employees:

- Participate in an annual performance appraisal and/or review by staff.
- Meet the key performance indicators as agreed with the chief executive officer on an annual basis.
- Act in accordance with professional, legislative, and organisational standards, policies and procedures.
- Seek out professional development and ongoing educational opportunities in order to maintain a high level of professional skill and job satisfaction.
- Attend all sessions at the compulsory study days on an annual basis.
- Comply with the Boneham Aged Care employee code of conduct at all times.
- Attend staff meetings as required.

SUMMARY OF DUTIES

The cleaner will work as part of the resident services team. The role will but not be limited to:

- Ensure that a high standard of hygiene is always maintained by undertaking cleaning tasks in accordance with established work practices.
- Ensure that chemicals and equipment are utilised correctly and safely by adhering to prescribed instructions and reporting malfunctions promptly.
- Contribute to the Work Health and Safety goals of the organisation by reviewing work practices and procedures and ensuring all cleaning staff follow standard routines.

- Comply with workplace procedures for Risk Identification, Risk Assessment and Risk Control, and participate in all activities associated with management of workplace health and safety issues.
- To participate actively in the planning and implementation of any rehabilitation program with the primary goal being to return to work as soon as possible.
- Ensure principles and practices of infection control are adhered to as part of normal duties.

Compliance and Continuous improvement

- Facilitate/comply with/monitor implementation of relevant quality standards to ensure ongoing compliance and accreditation status.

Other Duties

- From time to time the Resident Services Manager may direct that other duties be carried out.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted, or modified, in consultation with the Resident Services Manager as necessary. Position statements and employee performance will be reviewed regularly.

I, _____ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Cleaner (employee):

Chief Executive Officer:

Signed:.....

Signed:.....

Date:.....

Date:.....