

Position title	Cleaner
Position holder	Vacant
Program	Information and Assets
Funded by	Grampians Community Health
Based at location	Horsham
Responsible to	<ul style="list-style-type: none"> • Program Leader Information and Assets • Manager Quality and Resources
Direct reports	<ul style="list-style-type: none"> • None
Award	Social Community Home Care and Disability Services Industry Award 2010
Classification	Level 1 Pay Point 3
Hourly rate	\$27.17
Status	Part time
Hours per week	10
PD last updated and approved by CEO	August 2024

Position summary

The cleaner will maintain the Grampians Community Health Horsham offices at 72 and 56 Hamilton Street in an appropriate state of cleanliness.

Key responsibilities

1. Carry out all tasks associated with the cleanliness of the site, including bathrooms, kitchen and all staff/ client areas, windows and walls:
 - Vacuum all offices, resource area, reception area, landing and stairs
 - Dust and wipe over desks
 - Mop kitchen and toilet floors
 - Dust skirting boards as necessary
 - Refill toilet paper, hand paper towel, drinking cups and soap dispensers
 - Wipe tables in kitchen, counselling and meeting rooms
 - Wipe reception benches and counter
 - Wipe over all kitchen appliances
 - Stack, set running and unload dishwashers
 - Ensure that the site recycling is appropriately dealt with
 - Empty rubbish bins as required
 - Remove cobwebs as necessary
 - Clean glass sliding entry door
 - Vacuum waiting room, tidy magazines etc
 - Change tea towels, handtowels etc. (Any home washing of tea towels if required will be reimbursed).
2. Other appropriate cleaning duties as directed on a day by day basis by the Program Leader Information & Assets.
3. Within the Privacy Act requirements all clients, activities and paper work on site must be treated as confidential.

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4. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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Key selection criteria

Mandatory

- Proven experience in general cleaning duties.
- Willingness to work early morning or evening hours.
- Demonstrated attention to detail with well-developed organisational skills to effectively manage high volumes of work and determine priorities.
- Well-developed knowledge and safe use of cleaning products.
- Basic computer and email knowledge.
- Physical capability to perform frequent walking, standing, bending, squatting and lifting.

Desirable

- Experience cleaning at a health service.

Demonstrated skills and experience

- Ability to maintain confidentiality at all times.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

Licences and registrations

- Current National police check (less than 3 months old)
- Current Employee Working with Children Check

Personal attributes

- Empowering
 - Professional
 - Inclusive
 - Courageous
 - Compassionate
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Conditions of employment

This position is subject to:

- Successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Employee acceptance of position

Employee signature

Vacant

Date