

Position title	Casual Cleaner	Cost code	PTY03
Position holder	Vacant		
Program	Resources & Culture		
Funded by	N/A		
Based at location	Stawell		
Responsible to	<ul style="list-style-type: none"> • Program Leader Information & Assets • Manager Resources & Culture • General Manager Business Support & Innovation • Chief Executive Officer 		
Direct reports	Nil		
Award	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022		
Classification	HS1J1		
Hourly rate	\$29.63 (\$23.70 + 25% casual loading) per hour		
Status	Casual		
Hours per week	As required		
PD last updated	September 2020		

Position summary

The cleaner will maintain the Grampians Community Health office 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
2. Vacuum all offices, resource area, reception area, landing and stairs
3. Dust and wipe over desks
4. Mop kitchen and toilet floors
5. Dust skirting boards as necessary
6. Refill toilet paper, hand paper towel, drinking cups and soap dispensers
7. Wipe tables in kitchen, counselling and meeting rooms
8. Wipe reception benches and counter
9. Wipe over all kitchen appliances
10. Stack, set running and unload dishwashers
11. Ensure that the site recycling is appropriately dealt with
12. Empty rubbish bins as required
13. Remove cobwebs as necessary
14. Clean glass sliding entry door
15. Vacuum waiting room, tidy magazines etc
16. Change tea towels, handtowels etc. (Any home washing of tea towels if required will be reimbursed)
17. Other cleaning duties as appropriately directed on a day by day basis by Program Leader Information & Assets
18. Within the Privacy Act requirements deal with all clients, activities and paper work on site as confidential

Key selection criteria

Desirable

- Demonstrated experience in health cleaning services
- Proven experience of general cleaning duties

Demonstrated skills, experience and/or understanding of:

- Willingness to work early morning or on the odd occasions late evening hours
- Well-developed cleaning skills and knowledge of products, with the ability to prioritise multiple tasks.
- Demonstrated attention to detail with well-developed cleaning skills to effectively manage varying volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Physical Abilities -The work is performed in an environment that will require frequent walking, standing, bending, squatting and lifting. The incumbent must be physically capable of performing the tasks of the position
- High level verbal 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 Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check
- Disability Worker Exclusion check

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
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Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Working with Children Check
- Clear Disability Worker Exclusion Scheme 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.

Chief Executive Officer approval:

CEO signature

Greg Little

Date

General Manager approval:

General Manager
signature

Kate Astbury

Position

Business Support & innovation

Date

Manager approval:

Manager signature

Victor Jayakody

Position

Manager resources & Culture

Date

Employee acceptance of position:

Employee signature

Vacant

Date