



# Position Description

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## General Cleaner

Division:	Accommodation	Employment Type:	Up to 38 hours per week- Flexible days and times
Reporting to:	Active Support leader of the home	Classification:	Classification will be dependent on qualification and experience

### Position Purpose

The role of the General Cleaner is to provide cleaning to areas and items that are not possible to do by the direct care staff providing support and training to our participants in their homes. The hygiene and cleanliness of our homes is essential for every ones health and well-being.

### Responsibilities

The successful applicant is responsible for designated cleaning duties in SRS properties that active support assistants cannot perform safely when the residents are in their homes:

- Kitchen appliances – including the oven, microwave, fridge and freezers, dishwasher and all small appliances that cannot be cleaned in a dishwasher.
- Laundry equipment – Washing machines and dryers
- Windows internally only
- General areas spray and wipe and dusting

### *Physical requirements*

This position may require the incumbent to be able to undertake tasks that may involve light lifting, bending, kneeling, squatting, prolonged standing, handling a variety of equipment.

### *Occupational health and safety*

- Work in a safe manner and adhere to all safe working procedures and practices;
- Report all hazards, risks or occupational health and safety issues including general maintenance in and around the residence.

- Comply with all SRS policies and procedures.
- Report all workplace injuries or incidents via the incident reporting system within reasonable and practical timeframe;
- Not wilfully place at risk the health or safety of any person in the workplace.

## **Selection Criteria**

### ***Certification***

- Current First Aid Level II certificate is a requirement of the position however, successful applicants without this certification can obtain the certificate within the first 3 months of employment.
- Current full driver's licence.

### ***Safety screening***

Mandatory safety screening checks will be required for all successful candidates and is dependent on the role. Mandatory screening will require the successful applicant to hold, current and satisfactory (or willing to obtain prior to commencement) checks including:

- NDIS Worker Clearance;
- Working with Children's Check;
- Two professional references.

### ***Immunisation***

- Current COVID-19 vaccination and boosters

### ***Experience***

- It is highly desirable that applicants will have experience in cleaning.

## **Key skills and abilities**

### ***Contemporary attitude to disability***

- Positive contemporary attitudes to people with disability.

### ***Systems***

- Own and knowledge on Technology Systems ( Mobile Phone) for rostering and timesheets .

### ***Communication***

- Friendly communication and interpersonal skills.
- Ability to follow directions

## **Employment conditions**

### ***Probationary Period***

A three month probationary period will apply; with a following three month extension provided if required

### ***Remuneration***

Remuneration Is in accordance with the Social, Community, Homecare and Disability Services Industry (SCHADS) Award with Not-for-Profit Salary Packaging available. The rate and level is according to qualification and experience.

### ***Policy and procedure***

An understanding of relevant policies and procedures.

### ***Smoke Free Environment***

SRS provides a smoke free environment and smoking within premises and vehicles is not permitted. Smoking can only occur when a designated non-paid break is part of the rostered shift.

### ***Equal Employment Opportunities***

SRS' has a zero tolerance to discrimination, SRS policy is to ensure the absence of discrimination in the work place.

### ***Workcover***

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment, failure to do this may remove the appointee's entitlement to any future Workcover compensation.

### ***Code of Conduct***

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow such conduct in carrying out their duties at SRS.

### ***Training***

All employees are required to undertake training as deemed by Managers that is appropriate to their position, responsibilities and organisational needs.

### ***Fundraising***

Fundraising is an integral function at SRS. All employees are required to assist and be actively involved in volunteer events and functions.

### ***Location/hours***

Flexible hours with potential working hours up to 38 hrs per week if desired.

*This Position Description sets out the scope of the role together with the main duties of the position at the date when completed. It does not include or define all tasks which the incumbent may be expected to carry out, and duties may vary from time to time.*