**POSITION DESCRIPTION**

**Position Title:** Cleaner

**Position Number:** 12

**Classification:** Ancillary - Cleaner

**Location:** Ravenshoe

**Reporting to:** Clinic Coordinator

**Direct report**: Nil

**Organisational Information:**

Mamu Health Service Limited (MHSL) is an Aboriginal Community Controlled Health Organisation owned and managed by Aboriginal and Torres Strait Islander people to provide culturally appropriate and comprehensive primary health care for Aboriginal and Torres Strait Islander people and communities of Innisfail, Tully, Ravenshoe, Mt Garnet and Babinda.

Our service provides a multi-disciplinary approach with linkages to specialists and allied health providers to deliver preventative and ongoing holistic health care, health promotion and education, safety and wellbeing support to communities within our service region.

 Mamu Health Services Limited is part of a larger network of Aboriginal and Torres Strait Community Controlled Health Services throughout Queensland and Australia. We are proud of our organisation, the people and of the services we provide.

***Our Vision*** - is the elimination of disparities in health and wellbeing experienced by Aboriginal and Torres Strait Islander peoples in our region.

***Our Mission*** - to empower Aboriginal and Torres Strait Islander people who live in Innisfail and surrounding districts to live long healthy lives

***Our Values*** – in every way, we will demonstrate reliability, empathy, respect for each other and responsiveness and transparency in our service delivery.

**Purpose of the position:**

The Cleaner is responsible for utilizing various equipment and chemicals to clean a range of surfaces in order to maintain the property in a clean and hygienic condition and according to infection control standards. The cleaner completes work in accordance with task action plan.

Travelling through the geographic service area of MHSL is a requirement of the position.

*To summarize, it is not the intent of this position description to limit the scope or responsibilities of the role but to highlight the most important aspects.*

**Key Responsibilities:**

* Undertake cleaning duties as per the relevant checklist and in accordance with MHSL’s Infection Control and Quality Standards. Cleaning duties may include, but are not limited to:
	+ Mopping
	+ General dusting (desks in office areas are to be left untouched as staff are responsible for their own work area)
	+ Sweeping
	+ Emptying rubbish and waste bins
	+ Vacuuming
	+ Washing, drying and storing linen
	+ Washing windows and walls
	+ Check and refill hand towels
	+ Check and refill toilet paper
	+ Cleaning restrooms
	+ Cleaning kitchen area including cleaning appliances
	+ Cleaning of high and difficult areas as required (ie tops of shelves)
* Maintain cleaning equipment
* Maintain cleaning supplies and re-order supplies through approved process as required
* Record minor repairs in maintenance book
* Work within the optional hours required
* Additional hours when required for cleaning of Mamu Health Service’s properties

Cleaning to be done within core business hours 7.00 am to 7.00pm

Other duties consistent with the position where required and/or requested by your Manager. The Employer can direct you to carry out duties which it considers are within your level of skill, competence and training at any time**.**

**Workplace Health & Safety**

* Comply with all company workplace health and safety policies and procedures, including wearing PPE as required
* Ensure all required signage is put in place prior to commencing task

• Report any raise any Environmental, Workplace Health and Safety concerns

**Selection Criteria**

**Your application for this position must include your CV and specifically address each of the selection criteria listed below. Short listing and selection will be based upon these selection criteria.**

* Certificate III in Assets Maintenance (cleaning) or willing to obtain one and/or demonstrated experience in a similar position. Appropriate training will be provided.
* Demonstrated experience in a similar role
* Ability to work independently without supervision and ensure a high standard of hygiene and cleanliness is maintained to create a safe environment
* Experience using cleaning products
* High level of confidentiality
* Ability to manage and organise own time and to meet deadlines with an emphasis on maintaining cleaning procedures according to standards
* Good working knowledge of Workplace Health & Safety requirements
* Attention to detail
* Ability to work in any location within Mamu Health Service’s service area when required
* Ability to comprehensively understand and abide by Mamu Health Service’s policies and procedures
* Effective communication skills
* A flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility
* Ability to follow directions

**Essential/Mandatory Requirements**

Please respond to the essential requirements of qualifications, registration/endorsements in your application.

• It is a condition of employment that all staff undergo a Police Check at Mamu Health Service Limited.

* Possession of a current Queensland “C” class driver’s licence.
* Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
* Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox) Pertussis (whooping cough), Hep A & B, vaccination against Polio & Tuberculous are dependent on tangible rolls.
* Current Working with Children Check “Blue Card” or ability to obtain prior to start date
* Current First Aid Certificate or ability to obtain

**Applying for the position**

To apply, your application should include:

* A covering letter advising why you would like to work for Mamu Health Service Limited and how you can contribute towards our values and objectives to fulfil the requirements of this role
* A Suitability statement (maximum 2 pages) including examples, outlining your suitability for the role by addressing Key Selection Criteria.

**Other Important Information**

* All appointments at Mamu Health Service Limited will be made subject to a probationary period of six months.
* After three months a review meeting will take place between the position holder and their Line Manager to discuss progress.
* To disclose any previous serious disciplinary action
* On occasion to work outside of their normal work hours.

**Career Development Opportunities**

Mamu Health Services Limited is committed to increasing employment and development opportunities for Aboriginal & Torres Strait Islander people. Benefits may include:

* Possibly financial and leave assistance for employees doing approved courses of study
* Opportunities to complete certificate qualifications
* Opportunities to act in higher level positions
* Coaching and mentoring support

**Employee Declaration**

I, have read and understood the Position Description from Mamu Health Service Limited

Dated:

Signed:

Name:

*Please note that the responsibilities outlined in this position description are not exhaustive and only an indication of the work of the role. Mamu Health Service Limited can direct you to carry out duties which it considers are within your level of skill, competence and training. This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.*