



**Riverview**  
Lutheran Rest Home Inc

# **Job and Person Specification**

## **Cleaning Staff**

**November 2018**

*Organisational Overview:*

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

# JOB & PERSON SPECIFICATION

POSITION:	CLEANING STAFF
TYPE OF EMPLOYMENT:	AS PER CONTRACT OF EMPLOYMENT
REPORTS TO:	LAUNDRY-CLEANING CO-ORDINATOR GENERAL SERVICES MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

## ***Position Overview:***

Cleaning Staff are responsible for performing all domestic cleaning duties required to maintain a safe, infection free, clean environment for residents and staff by following established procedures and work practices.

## ***Qualifications and Requirements:***

### ***Essential***

- Holds and maintains a satisfactory police check no more than 3 years' old

### ***Desirable***

- Previous experience working as a cleaner
- Previous experience working in an aged care setting

## ***Key Job Responsibilities:***

- Ensure that a high standard of hygiene is maintained at all times by undertaking cleaning tasks in accordance with established work practices
- Complete all tasks as allocated and on rostered cleaning shift duty list
- Ensure that chemicals and equipment are utilised correctly and safely by adhering to prescribed instructions
- Ensure that all chemicals and equipment on cleaning trolley are secured according to Riverview Policy and within sight at all times in the secure dementia unit
- Ensure that Infectious items are handled, washed and dried in accordance with procedures, and that principles and practices of infection control are adhered to as part of normal duties
- Reporting any malfunctions promptly
- Contribute to the Work Health and Safety goals of the organisation by reviewing work practices and procedures and following standard routines
- Comply with workplace procedures for risk identification, risk assessment and risk control
- Participate in all activities associated with management of workplace health and safety issues
- Any other cleaning tasks as instructed by the Cleaning Co-ordinator, or General Services Manager
- Laundry duties on occasions as required to cover leave as rostered

**Essential Ongoing Responsibilities:**

- Maintain skills, knowledge and proficiency at an appropriate level by attending education, training and re-training programs on cleaning techniques
- Attend all Mandatory Training, including fire and emergency and manual handling
- Able to accept responsibility and accountability for actions
- Know and operate within the policies and procedures, and quality assurance and occupational health, safety and welfare practices of the organisation
- Operate within the Riverview Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect

**Essential Person Specification Criteria:**

- Team Player with ability to work well under direction but also able to work independently
- Ability to take instructions and follow directions
- Good standard of verbal communication skills
- Self-starter who is motivated and proactive
- Uses initiative when required
- Task orientated with the ability to maintain focus
- Sense of loyalty and commitment
- High standard of attention to detail
- Excellent organisational skills
- Excellent time management skills
- Ability to establish good rapport with residents and their families
- Ability to work unsupervised



**Acknowledgement**

I, \_\_\_\_\_ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED:

\_\_\_\_\_

Employee's Signature

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_

Manager's Signature

Date: \_\_\_/\_\_\_/\_\_\_