



Position Description

Cleaner

Wesley Hospital Ashfield & Kogarah

November 2021

Agreement

Signed – Manager

Signed – Employee

Date

Date



Cleaner

Wesley Hospital Ashfield & Kogarah

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is to:

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can".

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

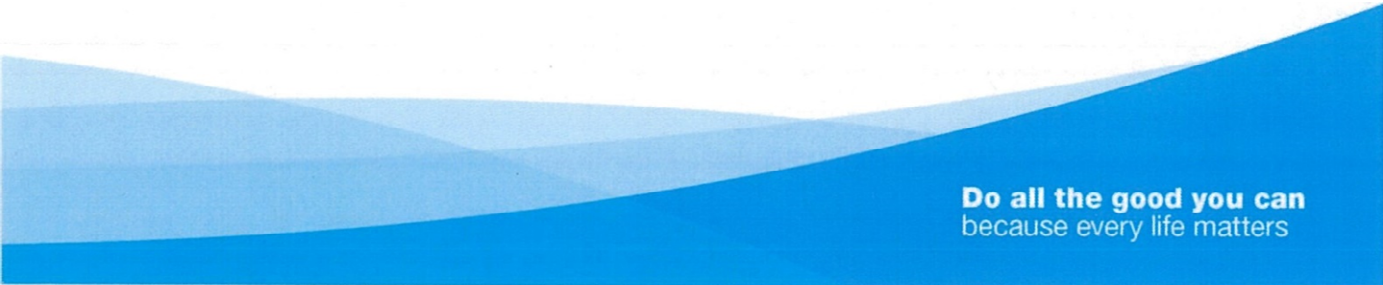
2 Overview of Wesley Hospital Ashfield & Kogarah

Locations

Wesley Hospital Ashfield is a 38-bed facility in Sydney's inner west, and Wesley Hospital Kogarah in south Sydney has 30 beds. Both locations offer comfortable accommodation in attractive and spacious single or two-bed rooms.

People

Our experienced team of professionals includes psychiatrists, psychologists, nurses, dietitians, counsellors, exercise therapists and art therapists.



Do all the good you can
because every life matters

Wesley Mission is an organisation with a long tradition of doing all it can to help those suffering with mental illness, addiction, and other issues. Today, we continue that work thanks to the variety of world-class research-based treatment programs offered.

3 Overview of the Cleaner Role

Assist in hospital cleaning operations.

4 Relationships

Reports Directly to: Hotel Services Team Leader

Works with

(a) Other Cleaners

(b) Nurses

(c) Maintenance staff including volunteers

(d) Other Wesley staff as required

5 Major role responsibilities

5.1 Our clients

- Staff, Patients, Visitors, Contractors, Suppliers, General Public
- Be a strong ambassador for the Wesley Hospital Cleaning team

5.2 Our people (our team)

- promote and ensure adherence to Wesley Mission brand
- ensure all Human Resource (HR) policies and procedures are understood and adhered to
- on an annual basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss
- ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings

5.3 Our operations

- Ability to clean at **both** Wesley Mission Hospitals, Ashfield and Kogarah, including all Hospital Consulting Rooms and Education Facilities
- Required to take on other appropriate duties as requested by Hotel Services Team Leader in keeping with cleaning duties
- Vacuum all floors and skirting boards

- Empty waste bins, clean and dispose of waste
- Wipe benches and flat surfaces and sanitize
- Clean and remove dust/dirt from walls, blinds, furniture, desks, beds, skirting, pictures, railings, windows etc
- Clean internal glass and internal and external glass doors
- Sanitize and disinfect areas after clinical waste spillage has been removed by clinical staff
- Clean toilet areas
- Safe use of chemicals and use cleaning materials appropriately as instructed
- Ensure that all cleaning equipment is in good working order
- High cleaning (dust, cobwebs etc)
- Replenish client rooms and bathroom supplies
- Infection Control
- Clean and mop bathrooms
- Complete check sheets as per instructions
- Hospital laundry as required
- Check Maintenance / Cleaners request log
- Problem solving
- Shampoo carpets and furnishings as required
- Report any Maintenance Issues
- Must attend Mandatory Training and Development each year
- Workplace Health & Safety

5.4 Performance Measures

Annually attend Position Review and Personal development Meeting

6 Professional Responsibilities

- as directed, other activities to support the delivery of the Wesley Hospitals Business Plan and Wesley Mission Strategic Plan, as requested by the Hotel Services Team Leader
- as an employee, attend all relevant Wesley Mission mandatory training
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment.
- All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by the Hotel Services Team Leader .

- in relation to Wesley Mission attend worship services as encouraged by the Hotel Services Team Leader
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain privacy & confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem-solving skills
- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience

Essential Criteria

- experience working in hospital or similar environment
- strong communication skills
- ability to work alone and in a team environment
- be flexible to work a variety of shifts by arrangement
- cleaning experience
- ability to handle heavy equipment and machinery
- familiarity with Safety Data Sheets
- knowledge of cleaning chemicals and supplies
- working knowledge and understanding of Workplace Health & Safety

Desirable Criteria

- Certificate in Cleaning Operations or equivalent