



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	400199
Division:	Pilbara	Title:	Cleaner
Branch:	Nickol Bay Hospital	Classification:	HSW Level 1/2
Section:	Support Services	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Business Manager
	Classification:	HSO Level G6
	Position No:	608097

Responsible To	Title:	Coordinator Support Services
	Classification:	HSO Level G4
	Position No:	615393

This position	Title:	Cleaner
	Classification:	HSW Level 1/2
	Position No:	400199

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>	
	Cooks
	All Purpose Orderlies
	Food Service Attendants
	Cleaners/General/FSAs
	Laundry Attendants



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Category</td> <td style="width: 30%;">Number</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Responsible to clean allocated areas as the Hotel Services procedure manual.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staffs work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Performs cleaning of allocated area in accordance with Infection Control Standards and Hotel Services Procedures		100
2.0	Takes adequate precautions in cleaning infectious areas.		
3.0	Ensures that correct cleaning agents are used for appropriate areas and has knowledge and understanding of Material Safety Data Sheets and their content.		
4.0	Ability to carry out tasks without direct supervision		
5.0	Performs correct disposal of refuse in accordance with O.S.H, Manual handling and Infection Control procedures.		
6.0	Ensures that safety signs are prominently placed while floors are being cleaned.		
7.0	Scrub tiled areas, Shampoo carpets, strip and seal vinyl floors and maintain.		
8.0	Carries out general cleaning as per monthly, weekly chart roster.		
9.0	Attends staff meetings and in-service training as directed by the Supervisor		
10.0	Performs additional duties as directed by the Supervisor or his/her representative.		
11.0	Participates in performance management program.		
12.0	Complies with Occupational Safety & Health requirements.		
13.0	Reports to Supervisor any discrepancies in stock or faulty equipment and/or necessary repairs in the work area.		
14.0	Other duties as directed by the Supervisor		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Organisational skills in performing duties.
2. Ability to work with minimal supervision.
3. Good communication and interpersonal skills.
4. An understanding of Infection Control.
5. Knowledge of Occupational Safety and Health, Equal Employment Opportunity and disability Services.
6. An understanding of Confidentiality principles.

DESIRABLE

1. Previous experience in Hospital or Hospitality Cleaning.
2. Experience with Industrial Cleaning Equipment.
3. Availability to work shifts and weekends.

Section 6 – APPOINTMENT FACTORS

Location	Nickol Bay	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Leave Travel Concession if applicable, One week additional Leave for above the 26 th parallel, Air conditioning subsidy if applicable. Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Successful Working with Children clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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Signature and Date: ____/____/____
Business Manager

Signature and Date: ____/____/____
Operations Manager- West Pilbara

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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