



North Metropolitan Health Service  
**Job Description Form**

HSS Registered August 2016

**CLEANER**

**Hospital Support Workers Agreement: HSW Level 1/2**

**Position Number: 707578**

**Patient Support Services**

**Osborne Park Hospital**

**Reporting Relationships**

MANAGER SITE SERVICES  
 HSO LEVEL 8:  
 Position Number:0707203



MANAGER HOTEL SERVICES  
 HSO LEVEL 7  
 Position Number:0707782



**This position**



Also reporting to this supervisor:

- Patient Support Services
- Catering

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- 

**Prime Function / Key Responsibilities**

Responsible for providing a high standard of cleaning of the hospital as part of a multi-disciplinary team.

**Brief Summary of Duties (in order of importance)**

**1. CLEANER**

- 1.1 Cleans designated items/areas to acceptable microbiological and anaesthetic standard, using the prescribed methods.
- 1.2 Uses cleaning equipment/machinery in a safe and efficient manner and in accordance with Patient Support Service procedures.
- 1.3 Collects and moves equipment and materials, including waste as required.
- 1.4 Reports damaged or defective property in area of activity.
- 1.5 Moves rubbish and used linen to collection points.
- 1.6 Strips and makes beds as designated for specific areas and strips and decontaminates discharge and transfer beds.
- 1.7 Attends to area curtain, screen changing as needs dictate.
- 1.8 Cleans and maintains cleaning equipment.
- 1.9 Performs Laundry management duties specific to designated areas.
- 1.10 Orders and receives linen and stores requirements for ward areas.

**2. ADMINISTRATION**

- 2.1 Participates in performance development and Quality Assurance programs.
- 2.2 Participates in staff orientation, training, meetings and compulsory lectures.
- 2.3 Adheres to the policies of EEO and OSH in all work practices.
- 2.4 Conducts activities in compliance with the Public Sector Management Act, Public Sector Code of Ethics, NMHS Code of Conduct and Health Service policies and guidelines.
- 2.5 Enters documentation as required.

**3. OTHER**

- 3.1 Carries a pager.

**4. NMHS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS**

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**5. Undertakes other duties as directed**

## **Work Related Requirements**

### **Essential Selection Criteria**

Applicants will be required to demonstrate relevant knowledge, skills, and experience against the following selection criteria:

1. Relevant experience in a Health Care Environment.
2. Commitment to the provision of a patient/customer focused service.
3. Ability to work as part of a team.
4. Good communication and interpersonal skills.
5. Ability to work with limited supervision.
6. Physical capacity to perform the duties of the position.

### **Desirable Selection Criteria**

1. An understanding of, Disability Services, and Occupational Safety and Health in employment and service provision.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

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

### **Manager/Supervisor**

Jim Eriyagama  
Signature/HE:63434  
Date:23/08/2016

### **Dept./Division Head**

Shane Douglass  
Signature: HE 72829  
Date:23/08/2016

### **Position Occupant**

Name:  
Signature:  
Date: