



Dental Health Services

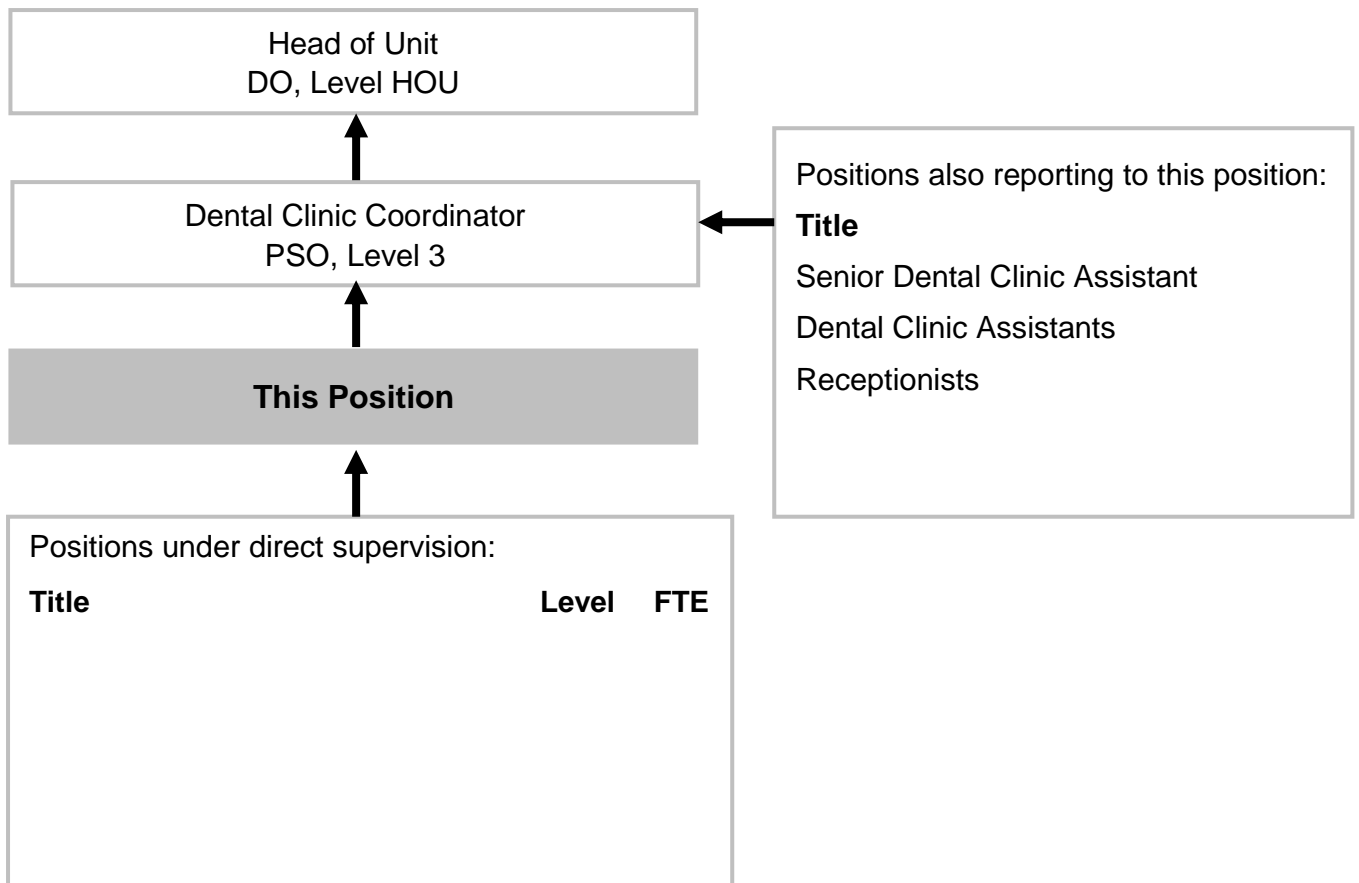
Job Description Form

ORDERLY/CLEANER

Hospital Support Workers Agreement: Level 1/2
Position Number: 00000932

Effective Date of Document: 26 August 2014

Reporting Relationships



Key Responsibilities

Responsible for providing a high standard of cleaning within the Dental Health Services (DHS) dental clinic.



Brief Summary of Duties (in order of importance)

1. Job Specific

- Carry out internal cleaning duties, including the maintenance of carpets and hard floor surfaces, toilet cleaning, furniture and fittings, dusting, rubbish removal, and other items of general cleaning.
- Carry out external cleaning duties, including the cleaning of verandas and covered areas, rubbish removal, removal of cobwebs, and other general cleaning items.
- Opens and locks the clinic, including setting the security alarm system.
- Maintains the clinic environment in accordance with DHS policy and procedures.
- Liaises with the clinic supervisor on all cleaning matters.
- Conducts cleaning inspections as required with the clinic supervisor.

2. Education & Training

- Undertakes education and development in relevant courses to ensure currency of knowledge.

3. DHS Governance, Safety and Quality Requirements

- Responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of DHS activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
 - Undertaking annual performance development review
- Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated knowledge of cleaning practices, techniques and equipment including vacuum cleaners, polishers, etc.
2. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
3. Demonstrated effective communication and interpersonal skills.
4. Ability to efficiently and effectively perform work assignments unsupervised.

Desirable Selection Criteria

1. Previous experience in a dental clinic, hospital or commercial environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Criteria

1. Criminal Record Screening clearance.
2. Pre-Employment Health Assessment clearance.

Certification

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

_____	_____	_____	____/____/____
Manager / Supervisor Name	Signature or	HE Number	Date

_____	_____	_____	____/____/____
Dept. / Division Head Name	Signature or	HE Number	Date

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

_____	_____	_____	____/____/____
Occupant Name	Signature or	HE Number	Date

Registration Details (to be completed by HR)

_____	_____	_____	____/____/____
Position Title	Signature or	HE Number	Date

HCN Registered

_____	_____	____/____/____
Signature or	HE Number	Date