



**HSS Registered**

**Cleaner Days**  
**Health Support Workers Agreement: HSW Level 1/2**  
**Position Number: 002822**  
**Patient Support Services**  
**Fremantle Hospital & Health Services**

**Reporting Relationships**

Manager Patient Support Services  
 HSO Level G9  
 Position Number 000079



Patient Support Services Coordinators  
 HSO Level G4  
 Various



**This Position**



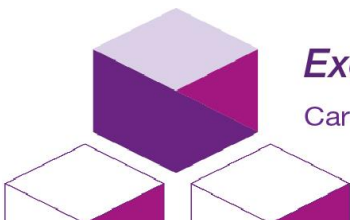
Directly reporting to this position:

Title	Classification	FTE
NIL		

Also reporting to this supervisor:

- Patient Support Assistants
- Hygiene Orderlies

**Key Responsibilities**  
 Maintains a tidy and clean, dust, dirt and contamination free environment. Correctly uses equipment and safe manual handling techniques.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Cleaning

- 1.1 Maintains a clean and tidy, dust, dirt and contamination free environment.
- 1.2 Environmental cleaning including but not limited to – surface cleaning, mopping, scrubbing, stripping and resealing, shampooing, vacuuming sweeping and dusting of all internal and external areas within the hospital.
- 1.3 Moves rubbish and linen to collection points.
- 1.4 Replenishes consumables.
- 1.5 Orders, receives and stores cleaning impress items.
- 1.6 Attends to special room/area cleans as scheduled or directed.
- 1.7 Maintains and cleans equipment, trolley and storage area.
- 1.8 Operates equipment safely.
- 1.9 Practices safe manual handling and cleaning techniques.
- 1.10 Safely handles chemicals approved for use.

### 2. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated knowledge of cleaning practices, techniques and equipment.
2. Interpersonal skills, written and verbal.
3. Knowledge of manual handling procedures.
4. Knowledge of infection control guidelines.
5. Demonstrated ability to work with limited supervision within a team environment.
6. Physical capacity to perform the duties of the position.
7. Ability to perform all duties, despite the potentially distressing sights, sounds and odours that exist in a hospital environment.
8. Ability to work in a manner which preserves patient confidentiality and dignity.

### Desirable Selection Criteria

1. Experience in working in a Hospital environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
<b>MICHELE McNAMARA</b>			
<b>Manager / Supervisor</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>Effective Date</b>			
<b>HSS Registration Details (to be completed by HSS)</b>			
<b>Created on</b>		<b>Last Updated on</b>	April 2020