



Government of **Western Australia**
North Metropolitan Health Service

North Metropolitan Health Service
Job Description Form

HSS Registered

Cleaner
Hospital Support Workers Agreement: HSW Level 1/2
Position Number: 00006594
Patient Support Services
King Edward Memorial Hospital / Women and Newborns Health Service

Reporting Relationships

Manager Patient Support Services
 HSO L8
 Position Number: 00006115



Team Leader
 HSW L11
 Position Number: 006663



This Position



← Also reporting to this supervisor:
 • Various

Directly reporting to this position: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Title</th> <th style="width: 33%;">Classification</th> <th style="width: 33%;">FTE</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table>	Title	Classification	FTE	N/A			Other positions under control • N/A
Title	Classification	FTE					
N/A							

Prime Function / Key Responsibilities
 Maintains a high standard of hygiene and cleanliness in both clinical and non-clinical areas to relevant infection control and aesthetic standards.

Brief Summary of Duties (in order of importance)

1. Cleaning and Hygiene

- 1.1 Static and wet mop all floors including public and service lifts.
- 1.2 Vacuum when and where necessary.
- 1.3 Damp dusting (e.g. high and low, benches, window sills, furniture).
- 1.4 Collection, transport and disposal of waste and linen.
- 1.5 Collect and compact cardboard boxes.
- 1.6 Clean toilets and bathrooms.
- 1.7 Clean glass as required.
- 1.8 Clean walls as required.
- 1.9 Clean all spillages as required.
- 1.10 Use floor machines for cleaning, scrubbing and buffing corridors and other large vinyl areas.
- 1.11 Shampoo carpets as required.
- 1.12 Exchange sharps containers as required.
- 1.13 Exchange recycling bins as required.
- 1.14 Exchange clinical waste bins as required.
- 1.15 Exchange locked confidential bins as required.
- 1.16 Maintain cleanliness of assigned outdoor areas including; removal of rubbish, sweeping or leaf blowing and damp dusting outdoor furniture.
- 1.17 Be responsible for maintaining a clean, tidy and stocked cleaner's cupboard.
- 1.18 Carry a pager and respond to cleaning and hygiene requests on an as needed basis.

2. General

- 2.1 Participate in hospital and departmental quality improvement activities, fire and safety activities, relevant departmental meetings and education as required.
- 2.2 Use appropriate manual handling techniques in accordance with training provided.
- 2.3 Use cleaning equipment/machinery in a safe and efficient manner and in accordance with training provided.
- 2.4 Undertakes shifts at the direction of Patient Support Services including participation in after-hours/weekend roster as required.

3. NMHS 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, North 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.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Knowledge of hygiene standards and Infection Prevention Precautions.
2. Good communication and basic numeracy and literacy skills.
3. Ability to work unsupervised and in a team environment.
4. Knowledge of occupational safety and health and manual handling procedures.
5. Understanding of and ability to maintain confidentiality.

Desirable Selection Criteria

1. Previous cleaning and hygiene experience in a health care setting.
2. Progression towards a certificate II in Health Support Services.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: