

## Cleaner

### Mirridong's Mission Statement

We provide opportunities for adults with a disability to make choices achieve goals and gain independence.

### Organisational Environment

Mirridong Services specialises in providing support to people with disabilities, their families and carers. Located in Yarram, Victoria, Mirridong Services is part of a tight knit community that welcomes the participation of people with disabilities in all aspects of their life.

### Values

At Mirridong Services Incorporated, we value our:

- Participants
- Staff
- Volunteers
- The environment in which we work; and the
- Community in which we work.

We do this in the following ways:

- Offering choice.
- Respecting participants and residents' rights to be treated with dignity and respect.
- Having zero tolerance to abuse.
- Giving participants opportunities to develop their full potential and achieve their goals.
- Providing a high-quality service that meets legislative and regulatory requirements.
- Empowering participants and residents to determine their own needs.

### Objectives:

- To enable individuals supported through Mirridong Services to have control over their lives through person centred active support, which maximises participation and independence in all aspects of life and is responsive to the needs and wishes of the individuals and supports community inclusion.
- To provide a safe, flexible and responsive service, when and where needed by service users.

---

### **Position Description**

<b>Position:</b>	Cleaner
<b>Service:</b>	Day Service
<b>Award:</b>	Miscellaneous Award 2020
<b>Classification:</b>	Casual
<b>Pay Classification:</b>	Level 2
<b>Reports To:</b>	Chief Executive Officer

### *Key Responsibilities*

- Provide a high standard of facility cleaning.
- Manage waste appropriately in accordance with policies and procedures.
- Be responsible for the safe usage, care and storage of cleaning equipment.
- Practice appropriate hygiene control and follow universal precautions.
- Effective time management and organisational skills in order to complete required cleaning duties and delegated tasks.
- Exercise economy and care in the use of facility equipment and supplies.
- Ensure cleaning schedules are followed on a daily basis or as required.
- Adhere to all policies and procedures, and operating instructions for all equipment and chemicals.
- Ensure health and safety is maintained at all times by eliminating risks to health and safety so far as is reasonably practicable.
- Take reasonable care for your own safety and the safety of others who may be affected by their actions or omissions and cooperate with any actions taken by the employer to comply with government regulations.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.
- Demonstrate respect towards projects being undertaken by staff and participants that may be in progress.
- Other tasks as delegated by line manager or Chief Executive Officer.

### *Key Selection Criteria*

- Training or experience in providing professional cleaning in a community services and office setting.
- Hold a keen attention to detail in the provision of cleaning services.
- Follow a cleaning schedule and weekly routine.
- An ability to manage own time and to be proactive in task identification and completion.
- Demonstrated ability to operate and maintain equipment relevant to the role.
- A strong understanding of OH&S principles and how they apply and an ability to follow workplace policies and procedures.
- Exercise confidentiality when privy to conversations and documents not relating to the role.

### *Essential employment requirements*

- Return a clear NDIS Worker Screening Check (Police and disability industry check).
- Victorian Drivers Licence.

The conditions of this position are pursuant to the conditions as set out in the Classification Definitions for Level 2 Miscellaneous Employees. These include the following:

*Key Accountabilities*

- Service Provision**

  - Carry out cleaning activities in internal areas including, but not limited to, vacuuming, sweeping, mopping, wiping, disinfecting, and waste removal.
  - Ensure toilet and bathroom areas are cleaned using an appropriate hygienic manner.
  - Ensure the appropriate use of cleaning chemicals following operational guidelines.
  - Use appropriate cleaning techniques to avoid cross contamination.
  - Restock hand towel, toilet tissue and soap dispensers as necessary.
  - Check that door locks, hand dryers, lights, dispensers and other items are operational and report any faults.
  - Record the date and time that the amenities were cleaned and report any maintenance and equipment issues.
  - Event venue preparation and clean-up
  
- Meeting Service Requirements**

  - To complete any required Mirridong documents where necessary. This includes general work records.
  - To regularly attend staff meetings as scheduled.
  - To work and operate as part of an effective and efficient team.
  - To undertake and participate in appropriate training and educational programs.
  - To be at all times aware and vigilant regarding a duty of due diligence and care to all individuals and other Mirridong staff.
  - Follow the recommended communication procedures
  
- Team Work**

Ensure effective participation as a team member through:

  - Participation in regular meetings
  - Working cooperatively with all members of the team
  - Proactively liaising with other team members in supporting services to achieve optimal outcomes.
  
- Occupational Health & Safety**

  - Comply with safe work procedures
  - Follow directions of Manager/Team Leader
  - Use protective and other safety equipment where required.
  - Report workplace hazards, incidents and issues to supervisor.
  
- Continuous Improvement**

  - Become familiar with and follow Mirridong’s policies, procedures and management instructions.
  - Strive for continuous improvement by being alert to opportunities for improvement and suggesting solutions.
  
- Cultural & Linguistic Diversity**

  - Undertake all interactions with clients and co-workers in a culturally sensitive manner and welcome cultural and linguistic diversity.