



POSITION DESCRIPTION

Position title: Cleaner (Environmental Services Assistant)
Location: Anam Cara House Geelong (Waurnd Ponds, Geelong)
Reports to: Administration and Facilities Coordinator
Employment: Casual
Direct reports: Nil

About Anam Cara House Geelong

Anam Cara House Geelong (ACHG) is a not-for-profit organisation. **Our Vision** is that everyone has the opportunity to live with dignity, experience quality of life at end-of-life, and to die well in the place they choose. **Our Purpose** is an empowered and informed community where people make informed choices and they are in control of their own care.

We are committed to offering support to people, their families and carers who are seeking person-centred palliative and end of life care within the Geelong and wider region. Our services will include 24 hour end of life care, day and overnight palliative care, community outreach and equipment loan. Care occurs in a unique, home like environment with best practice clinical care including support from trained palliative care volunteers. The focus of person-centred palliative care is on the quality of life, symptom management and comfort.

At ACHG **Our Values** guide us to show Respect, Dignity, Accountability, Compassion and Excellence.

Position Purpose

The purpose of this role is to provide cleaning services across the facility, in accordance with the National Safety and Quality Health Service Standards. The effective and efficient cleaning of the facility; including public, staff, guest and clinical areas, together with the operation of waste disposal and recycling systems; ensuring a clean and safe environment for guests, visitors and staff in accordance with the Victorian Healthcare Cleaning Standards.

Key Responsibilities

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Cleaning and Infection Control	<ul style="list-style-type: none"> • General and periodical cleaning of all surfaces, fixtures, and fittings within the designated areas. • Cleaning of clinical and non-clinical spaces including offices, nurses stations, as well as staff, visitor, and guest bathrooms. • Cleaning of internal windows. • Maintain hard floors by either static or damp mopping. • Replenish consumables (I.e., hand soap, hand towels, toilet paper). • Maintain soft floor coverings and furnishings by vacuuming and spot cleaning. • Undertake the routine and periodical dusting and cleaning of all vents, ducts, grills, fixtures, and fittings in designated areas. • Assist with cleaning, set-up and resetting of function and meeting rooms as required. • Assist with storage and distribution of cleaning equipment and chemicals, general furniture and other goods as directed. • Distribute and collect waste disposal bins throughout the facility. • Ensure the general surrounds, entrances, forecourt, and foyers of the building are kept in a neat, tidy and presentable manner. • Undertake cleaning and maintenance of guest and family accommodation, may include making of beds. • Daily room cleans. • Terminal/Discharge (Isolation and non-isolation) cleans as required.



	<ul style="list-style-type: none">• Undertake the cleaning of guest rooms, including removal of waste and soiled linen and remake guest's beds, cleaning of all surfaces, fixtures and fittings, maintenance of floor surfaces and preparation of the room for a new guest. May also include cleaning any therapy or shared patient equipment used prior to returning to storage.• Undertake appropriate spot cleaning of guest rooms and throughout the building.• Undertaking high cleaning periodically.• Operation of waste disposal and Recycling systems: including general garbage, clinical waste, paper and confidential materials, cardboard and co-mingle recycling. Ensure periodical cleaning and sanitation of all waste receptacles.
Health and Safety	<ul style="list-style-type: none">• Ensure that all cleaning and other work is carried out in a safe and effective manner in accordance with OH and S policies, procedures, and legislative requirements.• Be aware of the immediate actions required in an emergency.• Participate in regular training as required including Emergency, Fire and Evacuation procedures and policies.• Report all incidents through the required channels.
Teamwork	<ul style="list-style-type: none">• Participate in the orientation and training of new team members if required.• Participation in the promotion of a positive and engaging team culture in line with ACHG values.• Establish and maintain effective communication with all team members.
Equal Employment Opportunity	<ul style="list-style-type: none">• Ensure a clear understanding of ACHG Equal Opportunity policies and procedures.• Provide an environment where team members, volunteers and others are treated fairly and with respect, are free from unlawful discrimination, harassment, vilification, and bullying.
Other:	<ul style="list-style-type: none">• It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.• The accountabilities described within may be altered in accordance with the changing requirements of the role.

Skills, Experience and Qualifications:

- Previous experience cleaning in a service organisation (preferred).
- Certificate 2 or 3 national Competency Training (preferred).
- Previous experience in healthcare/aged care environment (preferred).
- The ability to clearly communicate both verbally and in writing.
- An appropriate level of physical fitness to be able to undertake specific duties.
- Ability to perform duties within established routines, methods and procedures.
- Capability to work under routine supervision, either individually or in a team.
- An interest and understanding in the organization, with a ability to recognize appropriate behaviours when working near palliative care guests and their families, and with people from diverse backgrounds and cultures.

Other Requirements

- Current Police Check
- Evidence of immunisations as per ACHG Immunisation Policy including MMR, Varicella Zoster, Pertussis, Hepatitis B, Influenza and COVID-19 (or acceptable evidence for any exemptions).