

# **MANSFIELD DISTRICT HOSPITAL**

## **POSITION DESCRIPTION**

### **CLEANER – PART TIME**

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## MANSFIELD DISTRICT HOSPITAL

### VALUES & EXPECTED BEHAVIOURS

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The Mansfield District Hospital Values & Expected Behaviours are based on the *Application of Public Sector Standards, Fair and Reasonable Treatment Guidelines, Merit in Employment Guideline, Reasonable Avenue of Redress Guidelines* and *Code of Conduct for Victorian Public Sector Employees*.

**We value our Staff and have faith that they will express a positive attitude by actively modelling and promoting our expected behaviours:**

#### Quality

We believe that excellence of service and the provision of high quality, effective and accessible health services will be achieved by working in partnership with other health care providers to plan, strengthen and deliver innovative, cost-effective and integrated health care services.

#### **Behaviours to support value**

- Seeking to achieve best use of resources
- Maintaining professionalism in all our interactions
- We will demonstrate openness and fairness when dealing with others
- Use our knowledge and skills to perform our duties to the best of our ability

#### Integrity

We believe it imperative to be open, honest, transparent and ethical in our decision-making and business transactions to ensure equitable access to a safe, high quality healthcare service is available that upholds and respects the dignity and rights of all stakeholders.

#### **Behaviours to support value**

- Providing frank, impartial and timely feedback to requests for information
- Identifying and encouraging best practice in our interactions with colleagues
- Seek to resolve conflict rapidly and constructively
- We will honour confidentiality
- We will treat people equally
- Actively implementing, promoting and supporting human rights
- Making decisions and providing advice on merit without bias, caprice, favouritism or self interest

#### Support

We believe in providing a fair and equitable environment for our staff that supports access to education and training opportunities, fosters a culture of safety and teamwork, and values the experience and knowledge of all employees.

#### **Behaviours to support value**

- Being honest, open and transparent in our dealings with our colleagues
- Using powers responsibly
- Reporting improper or inappropriate conduct
- Identifying and avoiding conflicts of interest in our daily practice.
- We will treat others fairly and objectively considering all relevant facts and applying fair criteria
- Working to clear objectives in a transparent manner
- Our staff will ensure freedom from discrimination, harassment and bullying
- We will use our colleagues' views to improve outcomes on an ongoing basis.
- We will communicate courteously
- Discuss differences in a clear and calm manner
- Refrain from using behaviours that are abusive, intimidating and patronising

#### Sustainability

We believe that the future of our organization and of our community will only be enhanced by the development of genuine environmental sustainability initiatives.

#### **Behaviours to support value**

- Accepting responsibility for our decisions and actions
- Cultivating and maintaining relationships that support the goals of the organization
- Actively implementing, promoting and supporting our values

## MANSFIELD DISTRICT HOSPITAL

## POSITION DESCRIPTION

**1. POSITION SUMMARY**

<b>Position Title:</b>	<b>Cleaner</b>
<b>Classification:</b>	<b>Orderly or Cleaner (IJ1)</b>
<b>Agreement:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Workers) Enterprise Agreement 2016-2020 or its successor
<b>Hours of Work</b>	As rostered
<b>Tenure:</b>	Part time
<b>Location:</b>	This position may be required to work at any of the Mansfield District Hospital facilities.

**2. JOB SUMMARY**

This position provides cleaning services to the organization in line with AS/NZ cleaning standards.

**3. REPORTING RELATIONSHIPS**

This position reports directly to the Domestic & Food Services Manager.

**4. KEY ACCOUNTABILITIES****Position Accountabilities:**

- Maintain the cleanliness of hospital facilities. This will involve duties including, but not limited to –
  - Cleaning of windows
  - Carpet shampooing
  - Washing of walls
  - Vacuuming
  - Mopping floors
  - Cleaning vents
  - Damp dusting
  - Sweeping outside entrances
  - Linen order
  - Removal of dirty linen
  - Packing away linen
  - Participate in audits
  - Attend staff meetings

**Organization Accountabilities:****Quality & Safety**

- All staff have a direct responsibility to ensure the organisation provides safe and high quality health services. It is also the responsibility of all staff to develop and maintain a working knowledge of the National Safety and Quality Health Service Standards (NSQHSS), Common Community Care Standards and Aged Care Standards relevant to their position.

**Occupational Health & Safety**

All staff are responsible for working in accordance with the policies and procedures in the organisation's Occupational Health and Safety Manual. (*Refer Occupational Health and Safety Manual*)

Staff are also responsible for the following:

- looking after their own health and safety;
- looking out for the health and safety of others in the workplace;
- following safe work practices and using personal protective equipment;
- participating in OHS consultation and OHS training initiatives;
- reporting hazards and injuries;
- cooperating with managers and supervisors so they can meet their OHS responsibilities; and
- not wilfully interfering with or misusing anything provided in the interest of health and safety or wilfully put anyone at risk.

**5. KEY PERFORMANCE OBJECTIVES**

- All cleaning standards are met on a daily basis.
- Knowledge of use of all relevant equipment is displayed.
- Tasks are completed within designated timeframes.
- OH&S legislation is complied with at all times.

**6. KEY SELECTION CRITERIA****Essential**

- Demonstrated effective communication skills
- Demonstrated ability to prioritise tasks
- Flexibility to perform shifts
- Punctuality
- Knowledge and understanding of cleaning standards
- Current Victorian Drivers Licence
- Current Working with Children Check

**Desirable****Qualifications**

- Vocational Certificate in Cleaning

**Skills/Competencies**

- Previous experience in hospital cleaning work.

**7. PERFORMANCE REVIEW:**

A performance review will be conducted within 3 months of appointment, performance reviews will then be conducted annually. The position description will form the basis for performance appraisal however specific key performance indicators may be developed in consultation with the supervisor. If performance does not meet expectations or additional staff development/ guidance is required, additional performance review meetings will be arranged. The employee can request additional performance reviews at any time, in writing, to the supervisor.

**8. OTHER CONDITIONS**

- From time to time, work outside normal hours may be required to meet demand.
- All hospital staff are required to have a pre-employment police check, which must be renewed every three years. It is organizational policy that staff who do not hold a current police check will be unable to be rostered for duty.

**9. RISK ASSESSMENT – CLEANER**

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the hospital

Aspects of Normal Workplace	Frequency	Comments
Work Environment <ul style="list-style-type: none"> <li>• Clinical Area for the management of patients</li> <li>• Administrative and office environments</li> <li>• Training facilities and rooms</li> <li>• Traveling or driving in cars</li> </ul>	Occasionally Occasionally Occasionally Regularly	Core business activity in Linen service May be away from the workplace delivering / stocking linen
Single beds for patients. All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button.	N/A	No Lift training to have been completed
Office area for the completion of reports, computer operation, phone usage, handwriting. Fully adjustable ergonomic equipment is available.	Occasionally	May require use of phones and computers
Work Activity Exposure to Substances. Hazardous substances are part of the hospital workplace (e.g. blood). Protective equipment and procedures are in place to prevent contact.	Regularly	Atopic individuals are required to declare their condition for individual assessment
<u>Manual handling</u> <ul style="list-style-type: none"> <li>• Reaching and stretching - more than 30cm</li> <li>• Bending forward</li> <li>• Lifting of laundry bags – following manual handling procedures</li> </ul>	Regularly Regularly Regularly	Annual competency training is required  Movement and lifting of linen bags is restricted to twice/day
<u>Clerical work</u> Handwriting of reports. Telephone conversations, computer operation which may include data entry	Occasionally	Substantial self-management over the duration of each episode
<u>OH&amp;S Management</u> <ul style="list-style-type: none"> <li>• Participation in hazard information identification and improvement strategies</li> <li>• Correct and safe use of all equipment</li> <li>• Correct and safe use of all protective equipment</li> <li>• Follow safe working procedures and systems</li> </ul>	Continual  Continual Continual Continual	Includes but not restricted to: <ul style="list-style-type: none"> <li>▪ Hazard Reports</li> <li>▪ Electrical equipment</li> <li>▪ Use of gloves</li> <li>▪ Emergency procedures</li> </ul>

<p><u>Work relationships</u></p> <ul style="list-style-type: none"> <li>Professional interaction with medical, nursing and admin staff</li> <li>Interact with colleagues and other hospital staff</li> <li>Members of the public</li> <li>Patients and relatives</li> </ul>	<p>Occasionally Continual Occasionally Occasionally</p>	
<p><u>Training</u></p> <ul style="list-style-type: none"> <li>Manual Handling</li> <li>Emergency Management</li> <li>CPR</li> <li>Attendance at seminars and conferences</li> </ul>		<p>No Lift training includes maneuvering equipment (which may be on carpet) May involve lifting 13kg fire extinguishers Involves bending over for short periods of time May involve sitting for extended periods of time</p>

**This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.**

**As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization’s policies and procedures.**

**EMPLOYEE’S SIGNATURE:** .....

**Date:** .....