

POSITION DESCRIPTION

December 2016

Position Detail

Position Title:	Environmental Services (Outdoor Cleaner)
Reporting to:	Village Manager
Employees supervised:	Nil
Expenditure Authority:	Nil
Location:	TriCare Retirement Community (Village)
Salary & Conditions:	As per Aged Care Award 2010

Job Purpose

To ensure the external appearance of Village buildings and surrounds is maintained in a clean and presentable condition at all times.

Main Duties

Cleaning Service:

In accordance with set cleaning schedules/ task lists, undertake cleaning to maintain a high standard of presentation and cleanliness within the village. Key areas of responsibility may include however not limited to:

- Sweeping and leaf blowing of roadways and paths.
- External cobwebbing of buildings, mail boxes, bin enclosures, fencing etc.
- Cleaning external of mail boxes.
- Cleaning of entrances, external corridors, patios, stairs and lifts.
- Cleaning bollards and street lights.
- Hosing loading dock and industrial bin areas.
- Cleaning bins and bin enclosures.
- Cleaning outdoor furniture.
- Cleaning external/internal windows (ground level) to community areas and door cleaning including tracks and screens.
- Cleaning and maintaining outdoor recreation areas including pool, pool surrounds, pool fencing and BBQ areas.
- Cleaning bath and change rooms.
- Cleaning vacant unit/apartment patios & balconies.

- High pressure cleaning of paths, kerbing etc.
- Cleaning of village vehicles.
- Co-ordinate bins ready for collection, clean and return bins following rubbish collection.
- Maintain waste collection/storage areas - clean, tidy and pest free.
- Monitoring and minor gardening works, maintaining ponds and irrigation.

Other Considerations:

- Ensuring hygiene and infection control guidelines are maintained at all times.
- Ensuring the correct and safe use of resources including chemicals, consumables and equipment.
- Maintain strict stock control over cleaning chemicals and consumables.
- Ensure all equipment is safe and in a good serviceable condition and reporting any malfunctions or concern immediately to the Village Manager.
- Is punctual with established work flows and procedures.
- Observation of discretion, privacy and honesty at all times. Ensure that confidential information is handled in accordance with TriCare policies including reporting items of concern to the Village Manager
- Participation in the expedient and efficient co-ordination of solutions to emergency situations which may arise at the village including First Aid.
- Participates in maintaining TriCare's security procedures.
- Participates positively and proactively in team environment including participation in team meetings, promotes and implements team decisions and takes initiative to assist others in the team.
- Participate in ongoing training and development.

Work Health & Safety

All employees have a personal responsibility to work safely and to ensure that they work in a manner to ensure a healthy and safe workplace for other employees, residents, visitors, contractors and self, according to:-

- The requirements of Work Health and Safety (WHS) legislation;
- Related WHS responsibilities; and
- TriCare's Injury Risk Management (IRM) standards.

Skills and Knowledge

- Excellent cleaning skills and sound knowledge of cleaning workflow.
- Customer service and communication skills.
- Knowledge of chemicals and associated safety precautions.
- Knowledge of cleaning equipment operation.
- Knowledge of electrical equipment safety.
- Knowledge of workplace safety.

Qualifications and Experience

- Current First Aid Certificate (or willing to obtain upon appointment).
- Minimum 2 years' experience in cleaning in a service-based industry.

Personal/Other Attributes

- Commitment to high standards and attention to detail.
- Ability to participate actively within a team.
- Empathy in all dealings with residents, relatives and visitors.
- Ability to undertake work with limited supervision.
- Able to accept accountability and responsibility.

Performance Measures

- Performance Appraisal/Quality Performance Improvement Review (QPIR).