

**POSITION DESCRIPTION**

**position title: Leading Hand: Cleaning**

**responsible to: ADE Supervisor or nominee**

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| **Our Vision**  Inclusive communities where people living with a disability can have rich and meaningful lives  **Our Mission**  Empowering people living with a disability to live rich and meaningful lives in an inclusive community.  **Our Values**   * Dignity and respect * Inclusiveness * Self-Determination * Integrity |

**Position Purpose**

To supervise and take part in cleaning of office, kitchen and work rooms areas and perform general housekeeping duties to maintain a clean environment.

| **Principal Accountabilities** | Performance Measures (what to do) | Key Performance Indicators (how it may be demonstrated) |
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| **Supervisory duties** | Ensure the quality of work is of an acceptable level. | The quality of work meets the standards required. |
| Assist in/provide on the job training for Supported Employees. | Supported Employees receive guidance on how to do the job well. |
| Ensure that chemicals and equipment are used in a safe manner. | Both you and Supported employees use chemicals and equipment safely. |
| Consult with customers to ensure their cleaning needs are meet. | There is positive feedback about the standard of cleaning. |
| Inform supervisior of the need to order cleaning materials and sanitary supplies. | Stock levels of cleaning materials and sanitary supplies are maintained. |
| General cleaning tasks | Empty bins and replace liners when required. | All bins are emptied. |
| Sweep/ Vaccum common area floors like halls and toilets daily and offices on a regular basis | Common floor areas are swept / Vacumed daily and offices and work areas are swept/ Vaccumed on a regular basis. |
| Mop common area floors like hallways and toilets daily and offices on a rotating basis | Common floor areas are mopped daily and offices and work areas are mopped on a rotating basis. |
| Operate industrial cleaning equipment such as vacuum cleaners and polishers safely. | All floor areas are vaccumed and polished as required using appropriate equipment in a safe manner. |
| Clean all toilets daily. | Toilets are maintained in a clean and hygienic condition. |
| Replenish paper towels and toilet paper. | Stocks of paper towels and toilet paper are kept replenished. |
| Clean windows | Windows are kept in a clean condition. |
| Clean the kitchen and work surfaces. | The kitchen is maintained in a clean condition. |
| Dust all hard surfaces | Hard surfaces like desks are kept clean. |
| **Continuous improvement** | Use various tools to improve your performance and service. | There is evidence that improvements are made to service. |
| Use initiative to seek organisational opportunities for service improvement. | There is active participation in relevant meetings, training activities etc. evidenced by calendar use. |
| Demonstrate commitment to change management processes. | Organisational changes and sustainable environmental practice is supported. |
| **Be compliant with Workl Health and Safety and be responsible for ensuring (WH&S) standards are maintained.** | Demonstrate knowledge and understanding of WHS requirements  Take all reasonable action to protect Multitask assets from damage and or loss. | WHS policy, procedures and safe working practices are followed. |
| Conduct risk assessments. | There is evidence that risk assessments are carried out as required. |
| Ensure the (Safety Data Sheets) SDS are up to date. | SDS are current and available upon request. |
| Ensure PPE is worn by everyone as appropriate to the job. | All staff wear appropriate PPE. |
| Demonstrate knowledge and understanding of policies and procedures. | Policies and procedures are followed. |
| **Be compliant with Multitask policies and procedures as amended from time to time.** | Support a work environment that is free from discrimination, harassment, bullying and do not do anything that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community. | There is feedback from other workers that you respect and support them and they are happy to work with you.  Other people’s differences are respected. |
| **Comply with Equal Opportunity and relevant legislation and support diversity.** | Support a work environment that is free from discrimination, harassment, bullying and do not do anything that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community. Model appropriate standards of professional conduct at all times. | There is feedback from other workers that you respect and support them and they are happy to work with you.  Other people’s differences are respected. |
| Other duties related to the role as requested by the ADE Supervisor or nominee. | | |



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| **Role Criteria** |
| **Qualifications**   * Certificate III in Cleaning Operations is desirable * A current Driver’s Licence * A current First Aid Certificate * Current clean Criminal Record Check   **Interpersonal skills and experience**   * Strong communication skills and demonstrated capacity to collaborate as part of a diverse team. * Ability to follow oral and written instructions * Demonstrated ability to make decisions on the spot, problem-solve and use initiative. * Ability to work autonomously and know when it is appropriate to source guidance from the Supervisor. * Ability to utilise time effectively and complete tasks on time to the required standard. * Ability to learn practical skills and operate industrial cleaning equipment and machinery. * A reasonable level of physical fitness, health and resilience to fulfill the demands of the role   **Professional skills and experience**   * Experience in use of industrial cleaning equipment is desirable. * Experience with supervising people and assisting skill development. * Thorough understanding and commitment to Disability Services Act and Standards, Work Health and Safety and Equal Opportunity. * Computer literate with basic competency.   **Other requirements**   * Own or have ready access to reliable transport * Own a mobile phone * Availabilty to work as relief back up for other cleaning shifts |

**AGREEMENT:** I agree to the duties in this Position Description

Name: (Please Print):

Signature:  Date: