

POSITION DESCRIPTION

DOCUMENT No. CCD-CC-HR-0020
REVISION No.: 0 – August, 2017

POSITION TITLE:	Cleaner		
EMPLOYMENT STATUS:			
CLASSIFICATION / AWARD:			
SITE:	Christie Centre Inc(all sites)	DEPARTMENT:	Quality, Risk & Safety
REPORTS TO:	Projects Manager		

PURPOSE OF POSITION:

- The primary role is to provide routine cleaning services to the Christie Centre Inc. sites as directed.

RESPONSIBILITIES & DUTIES:

- Act in the best interest of the organisation.
- Respect and maintain the confidentiality of the organisation and the people of the Christie Centre Inc. represent.
- Report any problems/issues that arise to the Projects Manager or their delegate as soon as practicable including but not limited to:
 - Incidents/accidents/near miss;
 - Hazards;
 - Suggestions/feedback/complaints; or
 - Maintenance requests.
- Carry out all of the duties listed below as applicable in order to maintain a clean and hygienic environment for staff and Customers (Participants).

DAILY DUTIES

- Vacuum carpets and mop floors.
- Tidy each room, pack up chairs, check doors are locked and ensure powerpoints are switched off.
- Clean any spills on floors, walls etc.
- Empty all bins and add fresh bin bags.
- Clean all toilets (including sink, floor and walls).
- Check and restock the following as needed;
 - Detergents (ie. washing, laundry etc.);
 - Toilet paper (including a spare);

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- Soap dispensers;
- Hand sanitiser dispensers; and
- Paper hand towel dispensers.

- Clean all surfaces (ie. tables, benches, door handles etc.) removing dirt/grime/dust.
- Clean sinks in kitchen/staffroom/program rooms/laundry.
- Clean microwave ovens
- Clean glass doors and mirrors.

WEEKLY DUTIES

- Dust all surfaces and blinds and wipe hand rails in passage.
- Clean laundry thoroughly.
- Launder cleaning rags.
- Monitor stock levels and notify Projects Manager or their delegate of request to replenish items as required.

QUARTER DUTIES

- Clean windows and glass doors (including removal and cleaning of fly wire etc.).
- Dust all blinds.
- Clean oven and microwave oven (including racks).
- Clean inside fridges & dispose of all items where a 'use by' or 'best before' date applies.
- Ensure all dishwashers and washing machines are emptied then complete a 'clean cycle', and ensure filters are clean.
- Ensure dryers are emptied and removal of excess lint from screen/filter.
- Wipe skirting around walls and doors.

ANNUAL DUTIES

- Complete clean of each room thoroughly (including inside cupboards etc).
- Wash bins, chairs and tables (inc. changetables).

AUTHORITY:

- Access to key(s) as applicable to specific sites/areas, and a confidential security access code to turn the alarm system on/off if needed, as authorised by the Executive Officer.
- To keep confidential the security password used if the alarm monitoring company call for confirmation of alarm status arises, as authorised by the Executive Officer.

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HEALTH, SAFETY, WELLBEING & QUALITY	
<ul style="list-style-type: none"> Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality Assurance Management Systems, including statutory obligations; Initiate actions to prevent the occurrence of non-conformities in processes or systems; Identify, initiate, recommend and assist in the issue resolution process; Verify and confirm the effective implementation of said solutions; Ensure prompt reporting of all incidents or near misses in accordance with procedures; Strive to continuously improve the processes and systems; and Promote a positive HSW culture in the workplace. 	
QUALIFICATIONS / SKILLS / WORK EXPERIENCE:	
Essential	Desirable
	Professional cleaning experience.
PERSONAL QUALITIES & BEHAVIOURAL TRAITS:	
Essential	Desirable
Work Efficiently	
High standards of cleanliness	
Ability to work autonomously	
RELATIONSHIPS:	
With	Purpose
Projects Manager	Reports directly to the Projects Manager

AGREEMENT:

I have read the position description and agree to abide by it to the best of my ability.

Signed: _____ Date: _____

WITNESSED BY:

Name: _____ Position/Title: _____

Signed: _____ Date: _____

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