



POSITION DESCRIPTION

POSITION: CLEANER

RESPONSIBLE TO: THE CEO AND BOARD OF MANAGEMENT OF NOVA FOR WOMEN AND CHILDREN

REPORTS TO: TEAM LEADERS

DIRECT REPORTS: NIL

CLASSIFICATION: LEVEL 1 SOCIAL AND COMMUNITY STREAM, *SOCIAL, COMMUNITY, HOME CARE AND DISABILITY SERVICES INDUSTRY AWARD 2010*

POSITION SUMMARY

This role is responsible for providing high quality cleaning services to NOVA sites across Newcastle and Lake Macquarie. This role will also prepare rooms ready for temporary accommodation.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide a high quality cleaning service that includes tasks such as but not limited to:
 - Preparation of clean bed linens and towels;
 - Making rooms ready for temporary accommodation;
 - Clean all fixtures and fittings and high touch points including ovens and appliances;
 - Removal of domestic rubbish from site;
 - Window cleaning;
 - Operate steam cleaners and vacuum cleaners to clean carpets and drapes; and
 - Wash down and disinfect bathrooms, kitchens and wet areas.
- Maintain discretion and professional boundaries when working with participants.
- Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other workers or clients.
- Ensure appropriate and respectful workplace behaviour at all times and promote a working environment which is free from discrimination, bullying and harassment.
- Undertake any other tasks, duties or specific projects within your area of skill and expertise, as required by Nova.

POSITION REQUIREMENTS

EXPERIENCE AND SKILLS REQUIREMENTS

- Demonstrated experience working in a commercial or residential cleaning role (desirable).

- Effective communication skills and ability to cooperate with other workers.
- Basic knowledge of cleaning chemicals, supplies and their use.
- Awareness of workplace health and safety issues.
- Ability to work flexible hours when required as per service need (required days may change some weeks).
- Ability and preparedness to work across all Nova sites in the Lake Macquarie and Newcastle LGA's.
- Physically capable of carrying out duties safely.

EDUCATION, EXPERIENCE, QUALIFICATIONS AND LICENCES

- A Certificate II/III in Cleaning Services (desirable).
- Current NSW Driver's Licence
- Working With Children Check.