



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Cleaning & Catering Assistant
<b>DEPARTMENT</b>	Support Services
<b>REPORTS TO</b>	Team Leader
<b>DIRECT REPORTS</b>	None
<b>AWARD</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025
<b>CLASSIFICATION</b>	Dependant on experience
<b>DATE OF CREATION/AMENDMENT</b>	September 2024
<b>CREATED/AMENDED BY</b>	HR Administrator

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

- To adhere to standards regarding food handling and hygiene at all times
- To ensure that patient service is conducted in a safe and competent manner
- To maintain immediate work area in a clean, tidy and hygienic manner
- To perform laundry and cleaning duties and to maintain all departments of the REDHS Health Service

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Areas allocated shall be maintained in a clean and tidy state with hygiene standards of the specific area being continually maintained.
- Undertake all tasks in a safe manner. Work practices must take into consideration the safety of patients, staff and the general public.
- Cleaning equipment shall be maintained in a clean, safe and operational state.
- Be presentable in a clean and tidy manner at all times.
- Project a good image when dealing with patients and co-operate with the multi-disciplinary team of health professionals.
- Personal illness or infection must be reported to the Environmental/Catering Team Leader.
- Be familiar with and follow instructions as designated in REDHS’ Policies and Procedures and general memorandums.
- Patient confidentiality must be practised at all times.
- Attend meetings, education or information sessions as directed.
- Maintain an up to date knowledge of cleaning procedures, cleaning products and equipment.
- The ability to work in a harmonious multi-function team.
- Ability to effectively communicate.

#### **QUALIFICATIONS / SKILLS**

##### **Essential:**

- To be physically fit to undertake the duties of the position
- Current National Criminal History Check and Working with Children Check
- Full COVID-19 vaccination and current Influenza vaccination (FluVax)

##### **Desirable:**

- A reasonable knowledge of cleaning standards for a health service
- A good knowledge of safe food handling
- A good knowledge of safe working practices
- Knowledge of basic garment care and laundry process

##### **Optional:**

- Food Safety Certificate HLTFSE001

## KEY SELECTION CRITERIA

- A reasonable knowledge of cleaning standards for a health service
- A good knowledge of safe food handling
- A good knowledge of safe working practices
- Knowledge of basic garment care
- The ability to work in a harmonious multi-function team
- Ability to cope with some heavy lifting
- Reasonable communication skill

## OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

## 'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a

culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## **RISK MANAGEMENT**

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## **PERFORMANCE REVIEW AND DEVELOPMENT**

It is a condition of employment that employees participate in the Performance Review and Development program.

## **QUALITY IMPROVEMENT**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

## **EMPLOYMENT PRINCIPLES**

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## **VALUES & BEHAVIOURS**

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

<b>R</b>	<b>Reliability</b>	Being trustworthy and performing consistently well
<b>E</b>	<b>Engagement</b>	Working collaboratively with people to address issues and create opportunities to bring about positive change
<b>D</b>	<b>Diversity</b>	Understanding that each individual is unique and respecting our individual differences
<b>H</b>	<b>Hospitality</b>	Receiving and treating all people in a warm, friendly, generous way
<b>S</b>	<b>Sustainability</b>	Meeting our current needs without compromising the ability of future generations to meet their needs

## **ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_