

Position Description

Cleaner

Classification:	IN18
Business unit/department:	Cleaning Services
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	As per agreed hours
Reports to:	Cleaning Services Supervisor
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	May 2025

Position purpose

The purpose of the cleaner position is to provide a range of cleaning services in order to maintain a high standard of cleanliness and hygiene. The cleaner is further responsible for maintaining a professionally presented and safe environment for our staff and customers.

About the Directorate/Division/Department

The Cleaning Services Department at Austin Health are committed to providing the environment to facilitate Austin Health staff to provide excellent patient centered care for our patients to the highest standard possible. This is at the heart of our continuing vision to be a great hospital through embodying our values of; Our actions show we care, We bring our best, Together we achieve and We shape the future.

The roles will offer a dynamic, supportive and progressive working environment that values culture and staff engagement. All staff in the Cleaning Services Department are direct employees of Austin Health

Position responsibilities

Role Specific:

- Prior cleaning experience in a commercial or healthcare setting
- Compliance to relevant healthcare standards
- Compliance to Code of Conduct Policy of Austin Health
- Ensure standards are met and adhered to in Quality Assurance reporting
- Ensure standards are met and maintained
- Be able to work across all campuses of Austin Health
- Be able to use and drive mechanical equipment such as auto scrubbers and street sweeper.
- Be able to work various shifts including various start and finish times across Austin Health
- Ensure Safe Work Practices are adhered to in accordance with Austin Health Policies
- Ensure best Sustainability practices are adhered to in accordance with Austin Health Policies
- Effective communication skills
- Reliable and punctual
- Be prepared to undergo a National Criminal Record Check (compulsory)
- Be prepared to obtain a Working with Children Check (compulsory)
- All staff to be immunized (compulsory)
- Work collaboratively with other staff across Austin Health.
- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time.
- A commitment to achieving environmentally sustainable healthcare

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- To be able to work unsupervised.
- To be able to work in a team environment.
- To be able to take initiative.
- To have good oral communication skills.
- Previous experience in a professional cleaning environment (preferred)
- Prior knowledge of chemicals and their usage (preferred)
- Have a sound knowledge of cleaning equipment and their use (preferred)
- Carry out all work in accordance with WHS and SOP Procedures
- Ability to follow written and verbal instructions
- Follow established cleaning procedures
- Undertake training process



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Desirable but not essential:

- Certificate in cleaning operations

Professional qualifications and registration requirements

No Qualifications

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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