

POSITION DESCRIPTION

ENVIRONMENTAL SERVICES ATTENDANT

PD NUMBER	6.0.5.0
REPORTS TO	Environmental Services Manager
APPLICABLE AWARD/AGREEMENT	St. John's Village Inc., ANMF and HSU Enterprise Agreement 2014
STATUS	As per contract of Employment
APPROVED BY	Environmental Services Manager
DATE	September 2017
REVISION DATE	September 2020

JOB PURPOSE SUMMARY

The Environmental Services Attendant contributes to a safe, clean, home-like living environment for residents; and work environment for staff.

KEY SELECTION CRITERIA

Essential

- ♦ Experience in industrial cleaning.
- ♦ Excellent communication skills with the ability to work as part of a team.

Desirable

- ♦ Knowledge and experience in safe chemical handling.
- ♦ Cleaning experience in Residential Aged Care.

DUTIES AND RESPONSIBILITIES

The Environmental Services Attendant is responsible and accountable for tasks including, but not limited to:

- ♦ Perform routine and project cleaning tasks according to established cleaning schedules.
- ♦ Mopping and vacuuming floors, damp dusting, waste management and restocking of supplies.
- ♦ Assist with laundry practices including the collection of soiled linen and clothing and the redistribution of clean resident items.
- ♦ Maintain records of completion of cleaning schedule duties.
- ♦ Making of resident's beds as required.
- ♦ Safe storage and use of cleaning agents including correct cleaning agents used in correct quantities for each task.
- ♦ Participation in the Infection Control Program through completion of cleaning and laundry tasks according to requirements.
- ♦ Maintains a safe working environment when completing work duties ensuring that equipment is not obscuring exits and passageways.
- ♦ Works in accordance with applicable duty lists and work schedules.

PHYSICAL STANDARDS

- ♦ Walk or stand 40% of the time.
- ♦ Bend or squat 20% of the time.
- ♦ Push trolleys and cleaning equipment 20% of the time.
- ♦ Lift or stretch, using cleaning equipment, 20% of the time.

PERFORMANCE REVIEW

Staff performance reviews will be conducted after 3 months of employment, then annually by Departmental Manager. Review criteria will be based on applicable KPI's, Organisational Responsibilities and related duty statements.

STAFF SUPERVISED

N/A

KEY PERFORMANCE INDICATORS (KPI'S)

N/A

ORGANISATIONAL RESPONSIBILITIES

Professional Conduct

- ♦ Compliance with St Johns Village's Policies, Procedures and Code of Conduct.
- ♦ Communicates appropriately and respectfully with all residents, resident representatives, visitors, volunteers and all staff members.
- ♦ Establishes and maintains good working relationships with residents, resident representatives, visitors, volunteer and all staff members.
- ♦ Demonstrates a high standard of personal appearance and conduct.
- ♦ Maintains confidentiality of residents and staff members at all times.
- ♦ Works as part of a team with enthusiasm and flexibility.
- ♦ Pursues continuous improvement of knowledge and skills through training and development.
- ♦ Actively participates in the Organisations Quality Improvement Program.
- ♦ Participates in staff meetings.

Workplace Culture

- ♦ Acts in a manner which is reflective of St Johns Village's Philosophy, Vision, Mission and Values.
- ♦ Works in an open, supportive and cooperative manner with all other staff.
- ♦ Values the views of other staff members and encourages the free exchange of ideas and suggestions.
- ♦ Displays courtesy to all residents, resident representatives, visitors, volunteers and all staff members at all times.
- ♦ Treats all residents, resident representatives, visitors, volunteers and all staff with respect and dignity.
- ♦ Refuses to engage in harassment, bullying or discriminatory behaviour.

Team Work

- ♦ Demonstrates awareness of role and respects the role of others.
- ♦ Works cooperatively and inclusively with other staff members to achieve team goals.

- ♦ Demonstrates commitment to working positively within a team environment.
- ♦ Assists Managers in the identification of team goals.

Occupational Health & Safety

- ♦ Maintains the work area in a clean, tidy and safe condition.
- ♦ Ensures that at all times a safe and homelike environment is maintained for all residents.
- ♦ Ensures all incidents and accidents to residents, resident representatives, visitors, volunteers and staff members are reported immediately by completing the appropriate forms.
- ♦ Identifies strategies for reducing any potential or actual injury in consultation with OH&S Coordinator.
- ♦ Attends all mandatory training related to Workplace Health & Safety.

Quality Improvement

- ♦ Is committed to and demonstrates an understanding of the Charter of Residents Rights and Responsibilities.
- ♦ Is committed to and demonstrates an understanding of the Quality Improvement Process and Aged Care Accreditation Standards.
- ♦ Participates in and assists with auditing processes.
- ♦ Demonstrates a commitment to ongoing self-development.
- ♦ Assists in the implementation and evaluation of new products and equipment.
- ♦ Attends all mandatory training related to Quality Improvement.

AGREEMENT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name:

Signature:

Date: