

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Housekeeper
<b>REPORTING TO</b>	Team Leader, Medical Accommodation
<b>DEPARTMENT</b>	Service Delivery
<b>CLASSIFICATION</b>	SCHADS Level 1

## THE ROLE

To provide housekeeping for the Medical Accommodation Program at either Barbara James House or Doctor Helen Phillipps Cottages.

## KEY RESPONSIBILITIES

### Duties

- Provide a high standard of cleaning for the Medical Accommodation Program. This includes cleaning and maintaining surfaces, managing waste/recyclables, and storing equipment and cleaning agents in accordance with manufacturer's instructions and organisation policy
- Communicate clearly with staff, guests, and visitors, and present a positive image of the service to the public
- Comply with infection control policies and procedures in accordance with current infection control guidelines and policy and procedures
- Follow workplace instructions and guidelines and perform duties to standard required promptly and consistently
- Report any maintenance requirements in accordance with organisational policies and procedures
- Collect, receive, and sort linen for laundering. Delivery of linen and food stock as required
- Assist in monitoring stock levels of cleaning agents and equipment and advise the Coordinator when additional supplies are needed
- Other tasks as assigned

## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Ability to undertake cleaning and laundering tasks safely to the required standard
- Able to hold and maintain NT Drivers Licence, Criminal History Check and state-based working with children or working with vulnerable people check
- Hold current First Aid Certificate and current CPR certificate and ensure that these are updated before the expiry date
- Ability to work shift work including weekends and public holidays
- Hold or be able to attain appropriate Certificate in Food Safety
- Team player who is approachable with strong interpersonal and listening skills together with the ability to empower
- Work co-operatively with others as part of a team

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<b>POSITION TITLE</b>	Kitchen Hand
<b>REPORTING TO</b>	Head Chef, BJH
<b>DEPARTMENT</b>	Service Delivery
<b>CLASSIFICATION</b>	SCHADS Level 1

## THE ROLE

To maintain the hygiene and cleanliness of the commercial kitchen and dining area within Barbara James House, serve food to guests and assist with general kitchen duties.

## KEY RESPONSIBILITIES

### Duties

- Maintain cleanliness and condition of kitchen, storage and dining areas
- Clean and sanitise all kitchen production and food service equipment including appliances, utensils, cookware and dining ware
- Under the guidance of senior kitchen staff, assist in simple food preparation, cooking and reheating tasks
- Serve meals, accept kitchen deliveries, complete HACCP records, and transport food when required
- Perform duties promptly and consistently in accordance with workplace instructions and strict hygiene and food safety standards
- Display empathy and patience when interacting with staff and guests
- Commit to ongoing learning and improvement and participate in online and practical skills training as required
- Other tasks as assigned

## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Food handling and kitchen hand experience
- Experience in a similar role in a health or aged care setting (highly desirable)
- Have good level of physical fitness including the ability to bend, crouch, stretch above shoulder height and stand for extended periods of time
- Ability to lift up to 10kg
- Good oral and written communication skills, including clear and legible handwriting
- Ability to perform basic tasks in Microsoft Windows
- Demonstrated ability to accept, learn and deal diplomatically with supervisor and customer feedback
- Attention to detail and willingness to uphold a high standard of cleanliness
- Valid state-based working with children or working with vulnerable people check
- Current NT Driver's License
- Reliable and available on public holidays or weekends as required

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Current at September 2024