

# 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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