

POSITION DESCRIPTION



JOB TITLE:	Housekeeper
REPORTING TO:	Coordinator, Medical Accommodation Program
DEPARTMENT:	Service Delivery
CLASSIFICATION:	SCHADS Level 1

THE ROLE

The Housekeeper is part of a team that is responsible for housekeeping for the Medical Accommodation Program at either Barbara James House or Doctor Helen Phillipps Cottages. This includes ensuring that individual rooms and common areas are regularly maintained and cleaned to appropriate levels and that a regular linen service is also provided to all rooms.

KEY RESPONSIBILITIES

- 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.
- Hold and maintain a Criminal History Check and Northern Territory, Working with Children (Ochre) Card.
- 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.

Current at January 2023

POSITION DESCRIPTION



- 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.
- Adapts well to and can lead, drive, and advocate change in an organisation.
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries.
- Experience working within a Not-for-Profit environment (highly desirable).