

Position Description



Title	Cleaner – Early Childhood Services
Business Unit	Early Learning
Location	As per Employment Contract
Employment type	As per Employment Contract
Reports to	Early Learning Coordinator

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

This position is responsible for the cleaning of the Early Childhood Service in accordance with the specific cleaning schedule at each service location.

Whilst undertaking this role the cleaner must ensure that in the area they are working it is protected to avoid injury to themselves and others.

3. Scope

Budget:
nil

People:
nil

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4. Relationships

Internal:

- Uniting employees

External

- Children and Families
-

5. Key responsibility areas

Service delivery

- Carry out cleaning activities including, but not limited to, sweeping, mopping, hosing, vacuuming, wiping, disinfecting and waste removal.
- Carry out cleaning activities and tasks according to established cleaning schedules developed for the Service.
- Completion of cleaning tasks according to infection control and occupational health and safety requirements including, the safe storage and use of cleaning chemicals processes as instructed.
- Ensure the general condition of cleaning equipment is maintained to a safe and reasonable condition.

Quality and risk

- Record the date and time that the amenities were cleaned and report any maintenance and equipment issues in a timely manner.
- Inform your Manager of any cleaning materials or equipment requiring replenishing.
- Undertake other duties as directed that is within the limits of skills, competence and training.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
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6. Person specification

Qualifications

- None specifically, however, experience in cleaning and / or building maintenance.

Experience

- Knowledge and understanding of safe work practices and relevant policy and procedures
- Knowledge of safe and competent operation of cleaning equipment and chemicals

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- Knowledge of manual handling practices

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Ability to work independently
- Ability to discuss and resolve minor problems
- Ability to seek assistance when unsure of practices and procedures to perform a task

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		