

Position Description

Title	Housekeeping Attendant
Business Unit	Reid's Guest House, Tenancy, Housing and Crisis Support
Location	128 Lydiard Street North, Ballarat VIC
Employment type	Casual (with a view to permanent part time for the right candidate)
Reports to	Manager, Reid's Guest House

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

To provide a high standard of cleaning services on a daily basis, meeting the operational requirements of Reid's Guest House and a diverse range of consumers.

2. Scope

Budget:

- Nil

People:

- Nil

Position Description

Casual Housekeeping Attendant

3. Relationships

Internal

- Client Liaison Officer
- Assistant Client Liaison Officer
- Guest House Manager

External

- Nil
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4. Key responsibility areas

Service delivery

- Provide cleaning services on a fortnightly rostered basis with each shift being between 3 and 5 hours between 9am and 2pm weekdays depending on daily workload requirements (total between 15 and 25 per fortnight)
- Complete daily, fortnightly and monthly cleaning checklists to a high standard
- Perform twice daily clean and restock of common bathrooms, kitchens and communal areas
- Complete vacuuming of property as per schedule
- Prepare rooms for new guests as they become vacant
- Ensure cleanliness of outdoor areas and grounds as needed
- Perform minor maintenance such as changing light globes etc as required
- Process room linens on-site.

Administration

- Complete and submit cleaning checklists and cleaning stock orders.

Quality and risk

- Ensure policies, procedures and work instructions are followed to ensure safety of consumers and staff and the correct fulfilment of role responsibilities and shift duties.

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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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5. Performance indicators

- Complete daily, fortnightly, and monthly cleaning tasks, including room cleans, to a high standard and within the acceptable timeframe as defined in the Cleaning Checklists
 - Submit monthly cleaning stock orders
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6. Person specification

Qualifications

- First aid and CPR desirable but not essential

Experience

- Sound understanding of work health and safety principles and safe work practice in a cleaning environment is essential
- Background and experience in cleaning or housekeeping within a hotel or community services environment

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Sound understanding of work health and safety principles and safe work practice in a cleaning environment
 - Ability to work independently
 - Commitment to providing a high standard service
 - Initiative to identify cleaning needs and attend to them in a timely manner
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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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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

Name:

Signature:

Date: