

1. POSITION DESCRIPTION

To assist in all aspects of Hotel Services (food & cleaning) at Cabanda Care as directed by the Hospitality Services Coordinator.

2. JOB SPECIFICATIONS

A Personal Attributes

- Is reliable and punctual.
- Has the ability to maintain harmonious working relationships with staff and residents.

B. Skills and Abilities

The Appointee will be required to demonstrate:

- Current knowledge of environmental hygiene.
- Effective interpersonal and communication skills with other staff, Residents and their families / carers.
- Knowledge of Infection Control guidelines.
- Organisational skills and the ability to work in a team environment.
- The ability to support a safe environment within the Facility.
- The ability to safeguard the dignity and privacy of the Residents.

C. Qualifications and Experience

The following are essential:

- Knowledge of Infection Control Principles.
- Time Management Skills
- Knowledge of Microfibre Cleaning
- Ability to work independently and work in a team environment
- Have a current Police Check certificate – no more than 3 years old

3. ACCOUNTABILITY

To: Hospitality Services Co-ordinator

4. RESPONSIBILITIES

- Ensure that hygiene standards are met when cleaning as per the cleaning duties list.
- Ensure Food Safety Program requirements are met
- To attend in-service education as required.
- To participate in own Performance Appraisal annually.
- Have a responsible attitude towards safety in the workplace
- To participate in Continuous Improvement activities (audits/surveys).
- To complete all Mandatory training annually.
- To maintain confidentiality of information regarding Residents and the Facility.
- Attend meetings as required.
- Complete CQI Forms/Hazard Forms/Feedback Forms to identify problems and make suggestions for improving the working and living environment.

5. CONDITIONS OF EMPLOYMENT

- Adherence to Policies relating to food handling.
- Adherence to Policies relating to Workplace Health and Safety.
- Ability to meet the requirements of the Job Description.
- Aged Care Award 2010
- Mandatory Lectures
 - Manual Handling
 - Fire and Evacuation
 - Infection Control
 - Food Handling
 - Elder Abuse

I acknowledge receipt of this Job Description and accept and understand the roles and duties of the position.

Name: _____

Signed: _____

Date: ___ / ___ / ___

Applicants are to address the following Key Selection Criteria (KSC) in their application.

KSC 1

Give full details of your qualifications that are appropriate to the position of Support Services.

KSC 2

Demonstrate your previous experience in cleaning, services in the Health Care Sector.

KSC 3

Demonstrate the caring and empathetic attitude you have to the frail aged.

KSC 4

Demonstrate your ability to work as an effective team member of the Hospitality staff showing your time management and negotiation and conflict resolution skills as well as your ability to follow instructions from senior staff.

KSC 5

Demonstrate your knowledge of Microfibre Cleaning.

KSC 6

Demonstrate your knowledge and your ability to implement Infection Control Policies relating to Cleaning and Safety measures applicable to cleaning.