



**Royal Far West**  
Children's health, country-wide

**Name:**

**Position Title:** Cleaner

**Reports to:** Catering Supervisor

**Direct reports:** None

**Key Relationships:** Cleaning Team, Onsite Services Co-ordinator, Customer Service and Accommodation Manager

### **About Royal Far West**

Royal Far West is a Manly based non-government organisation that provides multidisciplinary health and wellbeing services for children from rural and remote NSW with developmental, behavioural, learning and mental health difficulties.

### **Royal Far West Vision**

Healthy country children

### **Royal Far West Mission**

To improve the health and wellbeing of children and young people who live in rural and remote communities.

### **Royal Far West Values**

Caring: We show genuine care, compassion and interest in our families, our partners and each other. We listen, recognise and support each other's needs and celebrate our differences.

Passionate: We go the extra country mile for our families, partners, communities and for each other. Improving the lives of country kids and giving them a voice, inspires and energises us to bring our best selves to work every day.

Impact: We are committed to creating positive and lasting change. We are accountable and solutions focused, harnessing our knowledge and capabilities to think creatively, adapt and solve problems responsibly.

Connected: We are deeply connected to our purpose, with our feet in the sand and our hearts in the bush. We build meaningful relationships by collaborating openly and honestly. We work as a team with our families, partners, communities and each other.

Through our Innovate RAP and workforce participation, we are committed to ensuring we provide culturally responsive and accountable health, education and disability services to First Nations children, families, organisations and communities. Reconciliation informs our clinical service models and is an important part of our organisational strategy and how we live our values of Caring, Connected, Passionate and Impact.



# Cleaner

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## Purpose of the Position

The Cleaner is responsible for ensuring a clean, safe, and hygienic environment within designated premises. This role plays a crucial part in maintaining the overall cleanliness and appearance of the facility, which contributes to the well-being and satisfaction of staff, visitors, and clients.

## Essential Criteria

- High school certificate or equivalent preferred.
- Previous experience in cleaning or housekeeping work is an asset.
- Knowledge of cleaning products, techniques, and safety protocols.
- Ability to lift and move heavy objects and equipment.
- Strong attention to detail and a commitment to maintaining a clean and orderly environment.
- Excellent time management skills and the ability to work independently.
- Good communication skills and the ability to follow instructions.
- Good customer service skills
- Ability to be flexible with work schedules as they may vary, including weekends and holidays.

## KEY RESPONSIBILITIES

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### 1. Technical Skills

- Cleaning and Sanitization: Perform daily cleaning tasks, including but not limited to sweeping, mopping, vacuuming, dusting, and disinfecting surfaces. Ensure all designated areas are sanitized in accordance with health and safety guidelines.
- Waste Management: Collect, segregate, and dispose of waste and recyclables in accordance with company policies and local regulations. Maintain cleanliness and orderliness in waste disposal areas.
- Restroom Maintenance: Clean and disinfect restrooms, including toilets, sinks, mirrors, and fixtures. Ensure the availability of essential supplies like soap, paper towels, and toilet paper.
- Kitchen maintenance: clean and disinfect kitchen areas. Load and unload dishwashers, keep communal supplies such as tea/coffee/biscuits stocked. Clean and defrost refrigerators as required.
- Accommodation areas: Clean and disinfect rooms and common areas. Ensure skirting boards, windows and ledges

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	<p>are clean and dust free. Make up beds, change linen and towels. Light gardening</p> <ul style="list-style-type: none"><li>- Stock and Inventory: Monitor and replenish cleaning supplies, toiletries and complimentary supplies as needed. Report any shortages or maintenance issues to the Catering Supervisor.</li><li>- Special Projects: Assist with periodic deep cleaning projects as assigned.</li><li>- Safety Compliance: Follow all safety procedures and guidelines, including the use of personal protective equipment (PPE) when handling cleaning chemicals or performing specific tasks.</li><li>- Reporting: Document cleaning activities and report any maintenance issues, safety hazards, or incidents to the Catering Supervisor promptly.</li><li>- Team Collaboration: Collaborate with other members of the cleaning team to ensure a coordinated effort in maintaining the facility's overall cleanliness and appearance.</li></ul>
<b>2. Professional Development</b>	<ul style="list-style-type: none"><li>- Participate in identifying professional development and training needs and attend professional development activities.</li><li>- Attend all mandatory training sessions provided by the organisation and be actively involved in other training and development as required.</li><li>- Evaluate own performance to identify strengths and areas where professional growth can occur.</li></ul>
<b>3. WHS</b>	<ul style="list-style-type: none"><li>- Report any incidents/hazards within 24 hours via the incident reporting tool on LUCY.</li><li>- In the event of a workplace injury occurring, cooperate fully with the Return to Work Coordinator, Manager and treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehab program.</li><li>- Comply with WHS statutory requirements and local WHS policy, programs and procedures.</li><li>-</li></ul>
<b>4. Communication</b>	<ul style="list-style-type: none"><li>- To foster and develop robust relationships with both internal and external stakeholders. <b>Internal</b> - consumers, carers, clinical &amp; administration support staff with RFW and RFW School staff.  <b>External</b> - rural and remote service providers (as required)</li><li>- Maintain effective communication with all staff and relevant organisations.</li><li>- Adapt communication style and identify strategies to improve communication effectiveness.</li><li>- Ensure management is made aware of any significant issues/incidents in a timely and appropriate manner.</li></ul>

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5. Risk Management	<ul style="list-style-type: none"><li>- Adhere to Royal Far West's policies and procedures, ensuring that services are provided in accordance with Royal Far West's policies and procedures.</li><li>- Ensure that all data reporting requirements associated with the position are complied with.</li><li>- Maintain professional standards in accordance with relevant professional body.</li><li>- Maintain a high standard of administrative procedures and professional and ethical practice both individually and as a member of the team.</li><li>- Ensure confidentiality in accordance with professional standards and RFW policy.</li><li>- Understand, adhere to and respect clients' rights to confidentiality, privacy and dignity.</li></ul>
6. Quality Improvement	<ul style="list-style-type: none"><li>- To participate at a senior level in the development, implementation and review of policy, procedure and clinical practice standards related to the delivery of Infection Control.</li><li>- Contribute to the Accreditation process, including identifying, developing, implementing and evaluating quality improvement activities in relation to Medication Safety, infection control, risk assessments and in consultation with the multidisciplinary team contribute to review and enhancement of behaviour management plans for clients attending RFW.</li><li>- To support the enhancement of the scope of practice of RFW paediatric Clinical Registered Nurses.</li><li>- To provide expert clinical guidance in the planning, development, review and implementation of clinical services in particular in relation to the PDP redesign project.</li><li>- To recommend to service managers potential changes in models and methods of service delivery and service provision, based upon critical analysis of evidence and research findings related to measurable gains and outcomes for clients accessing Health Services at RFW.</li><li>- Provide monthly reports of CNC/CNS activities and achievements in accordance with the domains of the CNC/CNS role, including strategies, action and evaluation.</li></ul>

Royal Far West Authorisation
Authorised by: _____ General Manager Operations
Employee Declaration

## Cleaner

I have read this Position Description, I understand the position requirements and position demands and agree that I can fulfil its function to the standards outlined.

I agree to comply with all relevant policies.

I understand that other duties may be directed from time to time and that I may be required to work in any area under the jurisdiction of the Board of Royal Far West.

I also agree to strictly observe the policy on confidentiality of information of staff and client information and other sensitive or confidential information that I may come across in the course of my employment.

I am not aware of any reason, which might interfere with my ability to perform the inherent requirements and demands of this position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_