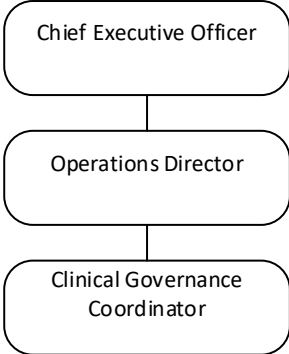


## POSITION DESCRIPTION

Role Title	Environment Services Assistant
Reports to	Environmental Services Team Leader
Roles reporting into this role	Nil
Applicable Award	Health Professionals and Support Services Award2020
Accountabilities and Responsibilities	<p>This position is an integral part of the WN team, carrying out a wide and varied range of cleaning duties to support both Clinical and Non-Clinical services throughout Wandi Nerida in line with National Cleaning Standards.</p> <p>Responsibilities of the Role:</p> <ul style="list-style-type: none"> <li>• To carry out cleaning tasks from a cleaning schedule and prioritise day to day emerging tasks that may arise. Managing ad-hoc cleaning requests and scheduled tasks.</li> <li>• Working to various protocols and procedures, within the appropriate guidelines and regulations.</li> <li>• The Environmental Services Assistant is responsible for working under safe practices to secure the health, safety and welfare of persons at work, and protecting others against risks to health or safety.</li> <li>• To carry out laundry duties as per a schedule including linen management.</li> <li>• The Environmental Services Assistant is required to either prevent, reduce or at the very least, control exposure to the hazardous substances they use in order to prevent ill health to their workers, public, staff and visitors.</li> <li>• Ensure efficient, high quality cleaning services are provided within designated timescales to meet the required standards of cleanliness in an agreed area.</li> <li>• Report all pest infestation, faults/malfunctioning equipment and required repairs within domestic or public areas.</li> <li>• Ensuring the safe and correct use and storage of equipment and supplies.</li> <li>• To undertake general domestic cleaning duties in line with pre agreed work plans and schedules.</li> <li>• Flexible approach to work and an understanding of circumstances which may occur requiring change in routine thereby demonstrating co-operation and ensuring continuity of service.</li> <li>• To always ensure that they are aware of the environment they are working in and following procedures to ensure the safety of themselves, the participants, employees, and visitors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for ensuring the cleaning equipment is kept clean, is used correctly as instructed, and is free from damage. Any faults should be reported appropriately.</li> <li>• Disposal of waste to authorised waste collection areas.</li> <li>• Able to complete paperwork as required.</li> <li>• Able to follow work schedules with minimal day-to-day supervision after initial training</li> </ul>
<p>Selection Criteria</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in a similar role.</li> <li>• An empathetic and compassionate approach with a strong understanding of and respect for each participants rights and privacy.</li> <li>• Ability to work on own/use initiative.</li> <li>• Strong attention to detail.</li> <li>• Understand the importance of hygiene and safety.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in a hospital/healthcare setting.</li> <li>• An understanding of chemical free cleaning.</li> <li>• An understanding of eating disorders and disordered eating, body image and related issues (including comorbidities) and of their impact both on the individual experiencing the issue and on their families, friends, partners and other carers.</li> </ul>
<p>Organisational Chart</p>	 <pre> graph TD     CEO[Chief Executive Officer] --- OD[Operations Director]     OD --- CGC[Clinical Governance Coordinator]   </pre>
<p>Other Requirements</p>	<p><b>Vaccine Preventable Diseases (VPD) Requirements</b></p> <p>It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:</p> <ul style="list-style-type: none"> <li>• Measles</li> <li>• Mumps</li> <li>• Rubella</li> <li>• Varicella (chicken pox)</li> <li>• Pertussis (whooping cough)</li> <li>• Hepatitis B</li> <li>• Seasonal influenza</li> </ul>

**We encourage applications from people with lived experience of eating disorders (recovered for at least 2 years), and family members/carers of people with eating disorders.**

**At all times:**

- Relevant to the position, participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards and quality improvement programs
- Conduct yourself in a professional manner.
- Have exceptional interpersonal relationship skills and a positive attitude
- Strive to act in accordance with the vision, mission and objectives of Wandí Nerida
- Follow Wandí Nerida's policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users.
- It is a requirement of all positions at Wandí Nerida that the person has a Working With Children Check clearance (pass) and Police check and complete required vaccination status to work in a Queensland Health Service.
- All staff should be aware of and actively uphold the Wandí Nerida values.
- We practice truth without judgement, fostering social connection.

Wandí Nerida acknowledges Aboriginal and Torres Strait Islander people as Australia's first people and traditional custodians.

Wandí Nerida is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here:

<https://butterfly.org.au/who-we-are/reconciliation-inclusion/>.