

POSITION DESCRIPTION

Position Title:	Cleaning Team Leader
Direct Supervisor:	Property Coordinator
Key Relationships:	Carer Support, Hospitality/Cleaning/Laundry Workers, Maintenance Officer, Facility Manager, HR Officer, Roster Coordinator
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to supervisor the cleaning team across both the Busselton and Dunsborough facilities ensuring cleaning and infection control tasks are delivered to a high standard.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Nil formal qualifications required. 	

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TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ Ability to lead and work cooperatively as a member of a team. ▪ Effective written and verbal communication skills. ▪ Ability to prioritise and plan routine and ad hoc cleaning schedules. ▪ Strong customer service focus. ▪ Demonstrated understanding of the Legislative requirements (WH&S, Fire/Evacuation, and Infection Control).
RELEVANT EXPERIENCE: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ Knowledge of or previous experience supervising and working within a team. ▪ Previous experience working within an Aged Care environment.
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)
<ul style="list-style-type: none"> ▪ Supervise the team to ensure the upkeep of all residential areas, common rooms, offices and wellness centre accommodation. ▪ Responsible for maintaining tidiness and cleanliness within the facility to an exceptional standard. ▪ Assist with staff training and refresher training within the team. ▪ Act as a liaison between cleaning and management to achieve service requests. ▪ Coordinate the workflow of staff members, in relation to cleaning and food service. ▪ Undertake cleaning audits and report back to the Property Coordinator. ▪ Ensure all records of work are completed for all areas. ▪ Maintain task checklist and duty statements. ▪ Ensure team follow safe working procedures. ▪ Other duties as required.
<i>Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.</i>

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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