

**Position Classification:** Service and Support

**Responsible for:** Promoting a positive image of DBW through maintaining cleanliness of Company owned property/facilities and De Bortoli Family residences to a high standard.

**Leadership/Business influence:** Minimal supervision, working independently/proficiently.

**Reports to:** Site Services Supervisor

**Supervises:** N/A

### Main Functions and Activities

#### **Perform cleaning operations within designated company property and buildings**

- Clean and disinfect wet areas and staff amenities
- Conduct specialised cleaning of areas such as Offices, Labs, etc
- Collect and remove/recycle waste from work area to collection point
- Sweep/vacuum and mop internal floors
- Sweep external areas surrounding staff amenities
- Report any maintenance issues including damage to company property to Supervisor

**Measures** - Company property cleaned and maintained in accordance with company standards. Damage/maintenance issues to property promptly reported.

#### **Perform general housekeeping duties at De Bortoli Family residences**

- Perform general cleaning of residences including bedrooms, kitchen, toilets, showers etc
- Change linen in bedrooms as required
- Collect and distribute laundry
- Sweep/vacuum and mop internal floors
- Dispose of and/or recycle waste materials as required

**Measures** - Family residences cleaned and maintained in accordance with company standards. Damage/maintenance issues to property promptly reported.

### Promote safe attitudes and work practices

- Safely use all cleaning materials and chemicals
- Comply with all OH&S policies and procedures.
- Wear Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor.
- Maintain all equipment to a safe working standard.
- Work in a manner which is conducive to OH&S.

**Measures** - Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Maintenance schedules adhered to at all times.

**Internal contacts** - Bilbul Cleaning and Maintenance Staff

**External contacts** - N/A

### Essential Capabilities and Experience

- Previous cleaning experience
- Ability to work with minimal supervision
- Good timekeeping
- Effective communication skills

### Desirable Capabilities and Experience

- Commercial cleaning experience

Incumbent Name: \_\_\_\_\_

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

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

Managers Name: \_\_\_\_\_

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

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