

**Position Description**  
**CSE Domestic Services**

Position Details	
<b>Manager:</b>	<b>Services &amp; Community Manager</b>
<b>Report Directly to:</b>	<b>Services &amp; Community Manager</b>
<b>EA/Award:</b>	<b>The Aged and Home Care NSWMA and HSU NSW Enterprise Agreement 2014-2017</b>
<b>Last Reviewed</b>	<b>November 2016</b>

**Purpose of the Position**

- To assist with the provision of a safe, efficient and hygienic care service through maintaining a clean environment
- To ensure that hygiene, food distribution and the serving of meals, is carried out in accordance with organisational policies, procedures and relevant legislation.

**Key Responsibilities**

- To ensure all areas of the facility are cleaned and maintained at a high standard of cleanliness at all times;
- To assist with the preparation and distribution of meals as required;
- To report any defects in equipment or other hazards to the appropriate person;
- Follow safe work practices at all times;
- Participate in the staff development system;
- Participate in the organisations Continuous Quality Improvement Program;
- Assist in the achievement of operational goals within the organisation;
- Comply with all relevant Legislation;
- Comply with the organisations policies and procedures at all times;
- Work within the philosophy and framework of Strathearn;
- To undertake any other extra duties as deemed appropriate by team leaders when required;
- Participate in the organisation's Health and Safety program through:
  - Following safe work practices and guidelines at all times
  - Attend compulsory Fire Education, Manual Handling Education, Infection Control Education and Safe Food Handling Education.
  - Participating in the implementation, monitoring and review of WH & S practices
  - Comply with WH & S policies and procedure and safe work practices.
  - Reporting any matter promptly, together with any recommendations for remedial action to their immediate team leader.

Qualifications, Knowledge/Skills, Selection Criteria	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Knowledge and / or experience in cleaning / domestic services;</li> <li>• Knowledge and understanding of commercial chemicals;</li> <li>• Ability to be an effective team member with sound communication skills;</li> <li>• Knowledge of relevant WH &amp;S and Infection Control legislation or the ability to acquire this knowledge.</li> </ul>

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<b>Desirable</b>	<ul style="list-style-type: none"><li>• Understanding of Continuous Improvement Programs.</li></ul>
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