

## Position Description – Environmental Services Assistant

<b>Position</b>	Environmental Services Assistant
<b>Classification</b>	Food and Domestic Assistant HA1
<b>Award</b>	Victorian Public Health Sector (Health & Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016-2020
<b>Reports to</b>	Environmental Services Coordinator
<b>Direct reports</b>	NA
<b>Key relationships</b>	Environmental Services team members and consumers of Rural Northwest Health
<b>Hours of Work</b>	As per individual contract of employment

### About Rural Northwest Health

Rural Northwest Health employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 90 residential aged care (RAC) beds, including 15 in the award-winning memory support unit, 16 acute beds and all three centres have a broad range of community health services keeping our community well at home. The population of the communities served by Rural Northwest Health is about 5000 people within the Yarriambiack Shire.

Rural Northwest Health is committed to achieving optimal health and wellbeing outcomes for all residing in the Wimmera Mallee community. We believe that our patients, clients and residents are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.

We have two significant strategic areas which are:

- Build business capability
- Respond bravely and innovatively to opportunities that improve local health outcomes

### Position summary

The Environmental Services Assistant is responsible for the delivery of high quality, customer focused environmental services in a safe and efficient manner.

The role will include cleaning and laundry as well as assisting in all aspects of catering including the cooking and preparation of food in accordance with established schedules and duty lists.

### Key responsibilities

- Perform routine cleaning duties according to established cleaning schedules which include: sweeping, mopping and vacuuming of floors in offices, kitchen, reception, corridors, toilets and accommodation, and effective waste management.
- Prepare and deliver meals to residential aged care and acute care areas.
- Assist with laundry practices which include: collection of soiled and personal linen, check and order linen supplies, wash linen and the redistribution of clean and personal linen.
- Maintain records of the completion of cleaning schedule duties.
- Ability to use and store cleaning chemicals in a safe manner.

## Position Description – Environmental Services Assistant

---

### Key position accountabilities

#### Leadership and governance

- Maintain practice within framework established by legislation, national and state policy.
  - Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and procedures.
  - Contribute to the success of Rural Northwest Health as a leading health provider.
  - Communicate with all team members to achieve the vision, mission and strategic goals of the organisation.
  - Effective prioritisation of work and accept responsibility for outcomes within the scope of the role.
- 

### Quality and Safety

- Support a culture of performance improvement and evaluation.
  - Maintain workplace safety and reduction of workplace injuries.
  - Accurately report any incidents, hazards and near misses in a timely and professional manner.
  - Responsible for the safe use of equipment – this includes using equipment within standard operating guidelines and not using unsafe equipment.
- 

### Personal and professional development

- Recognise and seek assistance from other relevant team members when tasks fall outside of ability or area of responsibility.
  - Demonstrate an ongoing commitment to personal and professional development.
  - Participate in essential or mandatory training annually.
- 

### Information management

- Ensure compliance with legislative requirements related to documentation and information pertaining to residents, patients, clients and team members, and the operations for all Rural Northwest facilities.
  - Utilise information technology as appropriate in the performance of the role.
- 

### Key selection criteria

#### **Essential**

1. Demonstrated knowledge and/or experience working in catering, cleaning and laundry systems.
  2. Understanding of safe food handling and cleaning standards.
  3. Excellent time management skills and ability to follow a schedule within timeframes.
  4. Demonstrate a team centred approach to daily activities and be able to work independently.
  5. Work cooperatively and positively in a team environment to achieve high service standards.
- 

### **Certificates, licenses and registrations**

- Current employee police check (dated within 12 months of commencement date)
  - Current employee working with Children's check.
  - Current driver's licence.
-

## Position Description – Environmental Services Assistant

---

### Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature \_\_\_\_\_

Employee name (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager signature \_\_\_\_\_

Manager name (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_