

POSITION TITLE: Cleaner		REPORTING TO: Cleaning Supervisor / General Manager	
Division: Residential Aged Care		TYPE OF ENGAGEMENT: Full-Time/ Part-time/ Casual	
Location: Home Name		NUMBER OF DIRECT REPORTS: Nil	
Position Summary			
This position exists to provide exceptional cleaning and housekeeping services within the home, to maximise resident well-being and to support a high standard of living. The role plays an essential role in maintaining a safe, clean, and high-quality home environment that promotes person-centred care.			
Role Responsibilities			
1. Resident Care & Wellbeing			
<ul style="list-style-type: none">Perform daily cleaning and housekeeping activities tailored to meet residents' needs.Encourage and empower residents and staff to communicate any cleaning or housekeeping concerns.Maintain resident privacy and confidentiality at all times.			
2. Daily Operations			
<ul style="list-style-type: none">Execute daily cleaning tasks, including but not limited to: cleaning surfaces, fixtures, floors, skirting boards, windows, screens, mirrors, prints, bathrooms, lounges, dining areas, kitchens, reception, passageways, staff rooms, and offices.Conduct spot cleaning of walls and furniture as needed.Maintain supplies such as toilet paper, paper towels, soap, and shampoo dispensers.Remove rubbish promptly and maintain cleanliness in high-traffic areas (toilets, reception, dining rooms, lounges, activity areas).Ensure all equipment is cleaned after use and stored correctly.			
3. Occupational Health and Safety			
<ul style="list-style-type: none">Report and document all accidents, injuries, and near misses promptly.Participate cooperatively in accident investigations to identify causes and prevent recurrence.Report unsafe actions, conditions, hazards, or safety suggestions immediately.Follow all safe work procedures and wear required protective equipment in accordance with standard precautions and organisational policies.Maintain clean and orderly work areas at all times.Avoid unsafe practices and distractions that could compromise safety.Inspect equipment before use and report any unsafe conditions without delay.Attend mandatory workplace health and safety training.			
4. Customer Service			
<ul style="list-style-type: none">Foster positive and professional relationships with residents, staff, and external contacts.Facilitate effective communication among cleaning and housekeeping teams.Ensure cleaning activities do not disrupt residents, staff, or visitors.			
Person Specifications			
Qualifications/Experience /Special Requirements		<ul style="list-style-type: none">Previous experience in cleaning, preferably in healthcare or aged care settings, is desirable but not essential.Knowledge of cleaning products.Certificate II in Hospitality (desirable)	
Experience, skills & competencies		<ul style="list-style-type: none">Knowledge of infection control standards and cleaning techniques.Ability to work independently and as part of a team.	

	<ul style="list-style-type: none"> • Good communication skills and a respectful attitude towards elderly residents.
Indicative days & hours of work	<p>Aged Care is a 24-hour, 7-day-a-week service. At times, the Employee may be asked to work additional shifts beyond their permanent roster to support the home's care and operational requirements.</p> <p>Employees are required to communicate any changes to availability to their manager in accordance with Regis rostering procedures.</p>
Award Coverage:	<i>This role aligns with Aged Care Employee Level 3 under the Aged Care Award 2010.</i>
General Information	This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended as an exhaustive list of all responsibilities, duties and skills required. Regis reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
Date	30 th June 2025