

JOB DESCRIPTION

Position: Utility - Room Cleaner (11 hrs)

Site:

Brief:

- **Ensure the rooms are cleaned to the standard expected by Action Industrial Catering Ltd.**
- **To ensure Laundries and facilities are maintained to the standards required by Action Industrial Catering Pty Ltd..**
- **To ensure prompt and friendly service to all Residents and Visitors to Site.**
- **Other duties as directed by manager.**

Reporting to: Project Manager

Scope of Duties: To provide a clean & tidy room to the Residents of site. Maintaining the cleanliness of rooms and facilities as per the Health Regulations. Wearing correct PPE at all times when required.

Rooms and bathrooms will be serviced and cleaned including beds made up twice weekly.

Daily Schedule:

0630 – 1200	Room cleaning as per your daily list plus any terminations.
0800	Monday, Tuesday, Thursday, Friday, Saturday and Sunday a prestart meeting is held for all staff to attend.
0930	Wednesday only a toolbox is held, all staff to attend.

Linen Change (full clean)

Lock all doors, even those that have been left unlocked.

- Change bed linen, pillowcases. (Doona & Cover to be changed 3 monthly as per schedule) Change towels and bath mat.
- Towels to be arranged attractively on the bed in flower formation with soap presented on top.
- Pillows to be placed on bed standing on sides
- Remove any other towels, bathmats etc from room.
- Wipe over all benches, cupboard tops, tops of fridges and seals
- Clean air conditioner and filter.
- Empty bin, clean if required and replace liner.
- Clean toilet bowl and S bend.
- 2 toilet rolls on cistern, 1 on toilet roll holder.
- Ensure the toilet brush and holder are clean.
- Damp wipe toilet seats, lid and cistern and all flat surfaces Toilets shall be thoroughly cleaned, disinfected and maintained in a hygienic condition.
- Ensure that walls, tops and floors of shower recess, including soap holders and taps are cleaned using disinfectants to maintain a clean hygienic finish.
- Shower curtains to be changed at least once a month. As per cleaning schedule
- Ensure that all walls, windows, ceilings, fittings and furniture are dusted, and any grease or grime removed.
- Clean mirrors, ensuring that a reflective clear condition is maintained.
- Clean glass sliding door, fly wire door and tracks.
- Sweep and mop floors especially behind the bed. Floors to be mopped with recognized disinfectant and maintained in a hygienic condition at all times.
- Spray air freshener.

- Sweep all verandahs, empty butt pots, clean outside buildings removing cobwebs.
- Sweep all pathways in the area of the village you are cleaning.
- Pick up any rubbish lying in the village.

Non-Linen Change

As above make bed only, do not change linen, lay pillows flat on bed. Change towels and bathmat, placing on foot of bed in folded square.

Vacated Rooms

Full clean as above.
 Remove any rubbish from drawers and cupboards. Clean and remove all marks, dust etc from front, top and sides, inside & out of furniture. Move movable items and clean underneath
 Defrost and clean fridge, move fridge and clean underneath.
 Change shower curtain, Doona and cover, mattress protector and pillows.

V.I.P. Rooms

As above
 Clean tray and replenish tea, coffee, sugar, milk etc. Empty kettle and make sure free of marks. Check cups etc are free of dust and not stained or chipped.

1200 – 1300

Lunch Break

1300 -1830

Continue rooms
Count and bag all dirty linen. Counting and unpacking of clean linen.
Linen rooms to be kept clean & tidy at all times.
Cleaning of Laundries, empty rubbish and Sanitizing bins daily,

Laundry

- Thoroughly clean interiors of machines and ensure exterior is maintained to a clean finish.
 - Check & Clean agitator, clean filter where applicable.
 - Complete wiping of unit.
 - Clean workbenches and laundry sinks.
 - Wipe all window ledges, top of hot water system.
 - Clean exhaust fans.
 - Check light globes and fans are working.
 - Wipe dryers and clean lint filters.
 - Empty bin and replace bin liner.
 - Top up washing powder.
 - Sweep and mop floor with hot water and detergent additive and maintain in a clean hygienic condition.
 - Walls, ceilings, doors and all fixtures and fittings to be cleaned regularly to maintain a dust, grime, cobweb and grease free condition.
- * Pull out machines once a week and clean behind.**
 Clean windows as required.

Clean Nightshift rooms.

Two 15 minute smoko breaks are to be taken at 1000 hrs and 15.00 hrs

All maintenance requirements to be written in the maintenance book.

Hazards, positives and task observations to be filled out and given to the manager.

I _____ have read and understand the requirements of the Room Cleaners position.

Signed: _____

Dated: _____

Manager Signature: _____

Dated: _____

SAMPLE