

Job Description

Job Title: Cleaner

Position reports directly to – Human Resources Manager

Code of Conduct

- I agreed to follow code of conduct as supplied upon registration

Skills and Competencies

- Sound understanding of cleaning products and equipment use to Lindd Clean Standards
- Ability to learn further product knowledge and correct cleaning processes to Lindd Clean standards
- Detail oriented – pays attention to details at each client's location, with extra attention to any special requests.
- Self-starter - able to identify work that needs to be done and do it without being instructed to do so.
- Willing to undertake any training relevant to the role
- Willingness to travel to difference locations and suburbs daily
- Desire to learn, seek new challenges and take on additional responsibilities where required
- Friendly and Professional – able to deal with client's and all team members when they are on-site while cleaning is being performed. Communicate effectively with team members and clients.
- Team player – ability to work within a team where members depend on each other to get work done.
- Reasoning ability. Good common sense with ability to solve practical problems. Be flexible to changing demands of the job
- Take pride in a job well done, committed to achieving high Lindd Clean standards of cleanliness and hygiene
- Is punctual, reliable and trustworthy
- Trustworthy, maintaining confidentiality always in respect of company and client and team members related matters and to prevent disclosure of confidential and sensitive information
- Ability to manage time effectively.
- Excellent verbal and written communication skills

File Name	Job Description - Cleaner rev.1	Review Date:	23.08.2017
Department	HR	Status/Revision:	Rev 1
Prepared By:	Carley Hardy	Printed Date:	5/02/2018 8:35:00 AM
Approved By:	Lorissa Lindon	Page	Page 1 of 5

Essential Duties and Responsibilities

Utilise the client's customised commercial cleaning checklist to perform all tasks to the standards established by Lindd Clean. Common tasks for commercial clean include:

Common Tasks	Movements Required	Yes	No
Dust furniture, equipment, partitions, walls, etc.	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
Clean and disinfect sinks, countertops, floors, toilet, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and/or kitchenettes	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
Kitchen - Wipe all surfaces, clean sinks, taps, drains, ovens, stove tops and benches	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
To ensure Lindd Clean standards and procedures are adhered to.	Administrative		
Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners	Back pack vacuum to be worn on back, Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, side to side swivel movement, Squatting and standing on 3 steps – step ladder.		
Empty bins and recyclables into disposal areas	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
Wipe down walls and woodwork, doors, wall hangings, baseboards, etc. To clean internal glass and internal and external door glass	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
Perform various cleaning activities, to include cleaning bathrooms, bathroom fixtures, showers and tubs, and including washing floors, cleaning kitchens, vacuuming carpets, dusting, polishing and other cleaning-related activities in accordance with instructions given by the management	Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		

Common Tasks	Movement Required	Yes	No
Arrive to work (client location) at scheduled time, perform services to established Lindd Clean standards and insure the client's facility is locked and secured when you finish and leave	Operate a vehicle		
Move couches, chairs and other furniture as needed to ensure floors are thoroughly cleaned (15kg Limit)	Bending, Exert Force, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
To use cleaning materials appropriately, as instructed and economically; to inform management when stocks are low.	Administrative		
Cleaners will be required to use electrical and mechanical equipment, floor polishers etc. after appropriate training.	Bending, Exert Force, Extending Body and arms forward and upwards, Kneeing, Leaning, Squatting and standing on 3 steps – step ladder.		
Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects up to 15kg in weight, repetitive bending and lifting, and repetitive arm movements.	Back pack vacuum to be worn on back, Bending, Extending Body and arms forward and upwards, Kneeing, Leaning, side to side swivel movement, Squatting and standing on 3 steps – step ladder.		

Doctors Signature/ Date	
Any restrictions/ Comments	

Administrative

- Handle special requests for clients as appropriate and note handling on the client's checklist, schedule of services and rostering notes.
- Report any broken items, accidents or injuries promptly to the Human Resources Manager using incident report supplied
- To ensure that tools and equipment are in good working order, reporting any faults to team leader and management if needed
- Logging of hours to Accounts Manager, daily as instructed
- Advised management if any change of details from original registration documentation completed

Compliance

- All staff are required to hold a current clean Police Clearance, it is each team members responsibility to ensure it is kept up to date and supplied to management
- All staff are required to hold a current Australian driver licence, it is each team members responsibility to ensure it is kept up to date and supplied to management

Training

- Reading all supplied documents regarding product use, equipment uses and company processes
- Attend and participate in meetings as requested by the management including all compulsory training / induction sessions.

Safety / Privacy

- Identify potential safety or maintenance issues and communicate them to team leader, team members and client if required.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.
- The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and OHS regulations. Chemicals should never be mixed with other chemicals.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- Uniforms / employee ID and PPE, provided by the Lindd Clean, must be worn always during work hours on rostered days on
- Secure homes, including locking doors and windows, switching off lights and activating alarms, without letting pets out.
- All staff to uphold strict privacy and confidentiality standards. No information or details of any services are to be repeated, documented or discussed without the written permission of Management after seeking council with client.

Candidate Signature/ Date	
HR Manager Approval Signature/ Date	

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