

Domestic Services – Position Description

Administration Morning Cleaner

The following schedule describes the sequence or order in which you should approach the described tasks. Adherence to this schedule will ensure that all tasks are completed in a thorough and logical manner.

Time	Location / Room	Remarks
06:00	Commence Duty	Collect phone 3203, key sets & Duress Pendant no 3 Break times : 09:10 - 09:30 morning tea
	Cleaning	All appropriate PPE to be worn during cleaning tasks, linen and waste removal. Always wash hands before and after entering patient rooms, per the '5 Moments of Hand Hygiene', especially after cleaning toilets and ensuites.
06:00 – 09:00	Murwillumbah Community Health	Clean Murwillumbah Community Health centre in Nullum St, refer to Position Description.
09:00 – 09:10	Return to Hospital	
09:30	Wet Areas - Bathrooms (A2012, A2042 & A2046) and Hand basins (corridors)	Clean toilet bowls, seats and cisterns. Wipe all walls, handrails, window sills and doors.
		Clean hand basins, showers mirrors, wall tiles, doors and corners.
		Restock toilet rolls, hand towels and soap dispensers. Remove all rubbish.
		Sweep and wet mop all floors, leaving dirt and dust free.
	Marie Smith Courtyard (adjacent Pathology)	Sweep concrete, leaving free of dirt and leaves. Wipe tables and all chairs. Clean doors to pathology.
11:00	Pharmacy (A2051) – Mon – Wed - Friday	Remove all rubbish, including confidential and recycling. Remove (red) Pharmaceutical Bin and replace, when requested. Wipe horizontal surfaces, Clean sinks. Dry mop (vacuum) and wet mop floor. Polish floor on a Friday.
	Fire Stairs - adjacent Kitchen - adjacent to lift 2	For stairs adjacent to the Kitchen, Wet mop the fire stairs from level 2 down to Lower Ground floor. In fire stairs adjacent to lift 2, mop from Ground to Lower Ground floors. Ensure proper signage is positioned and visible.

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		Wipe down hand rails, walls etc. weekly.
	Basement	Sweep basement throughout, from Maintenance Plant Room to Linen Room, daily.
	Mortuary (A1014)	Remove rubbish. Wipe horizontal surfaces. Sweep including concrete outside mortuary external door, and wet mop floor throughout the mortuary. Clean sink and toilet. Keep tidy.
	Radioactive Room	Sweep floor, wet mop if required, leaving dirt and dust free. Keep room tidy.
	Outside Toilets (A1024) – near rubbish skips.	Remove rubbish clean toilets including bowls, seats and cisterns. Clean sink. Wipe walls, doors etc. Replenish hand towel, toilet rolls and hand soap dispenser. Wet mop floor.
	“Shreddex” Confidential Bins – Tuesdays monthly	Swap empty Confidential bins for the full bins from the following locations. Kitchen, Medical Records, Photocopy Room, Medical Imaging, A & R, Cottage (?). Refer Calendar in Domestic Stores for relevant weeks.
12:00	End Of Shift	Clean / organise cleaners’ area, ensuring available stock of consumables, mops and fresh linen bags are available, leaving Cleaners trolley in a neat and organised manner.
		Complete all checklists and return phone / keys / duress alarms to Domestic Services Office.

Note:

- Your first priority is to provide patient care service. As a wardsperson you must report to RN on duty on the ward and let them know your contact number. If you leave the wards for any reason you must inform the NUM or in-charge, this includes breaks.
- Ensure the floor is not too wet when mopping
- It is very important that you communicate with your manager with overload
- Always use safety signs when cleaning
- Clean equipment after each use
- You will be required to work between areas within the department during your shift, therefore there is no set time schedule but all tasks are to be completed prior to completion of shift.

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Remember - You are a professional - have pride in yourself, your appearance, your colleagues and the Hospital

Colour Coding of reusable cleaning equipment

Blue	General Cleaning
Red	Bathrooms /Toilets/Dirty Utility Rooms
Yellow	Infectious/Isolation Areas

I have read and understand this task statement

Employee Name: _____

Employee Signature: _____

Raymond Robinson
Manager Domestic services