



Position Description – Naroo Hostel House Keeper

Job Title

Naroo Hostel House Keeper

Reports To

Aged Services Manager

Supervisory Responsibilities

At times may need to supervise Trainee's and Volunteers.

Applicable Award

The position of House Keeper is covered by the Local Government, Aged, Disability and Home Care (State) Award

Overall purpose of the position

The person holding this position is part of a team responsible for maintaining the facility in a clean manner and attending to laundry duties for facility and residents of Naroo Hostel in Warialda.

Working Conditions

This is a permanent part time position for 28 hours per week (4 days) and will include shift and weekend work.

This position has a degree of manual handling involved including:

- Assisting with moving clients and other objects from time to time
- Pushing and pulling of objects
- Stretching, reaching & bending to achieve allocated tasks
- Periods of repetitive duties
- Periods of time exposed to changing temperature conditions

Tasks and responsibilities

- Adhere to Policies of Gwydir Shire Council including Code of Conduct
- Comply with aims and objectives of Naroo Hostel
- Abide by Naroo Hostel policies and procedures
- Be responsible for cleanliness of facility following policies and procedures
- Be responsible for laundry duties for facility and residents.
- Be conscious of cultural differences and requirements of residents
- Be respectful of residents' specific requirements and preference.
- Ensure that W H & S and WorkCover requirements are followed.
- Attend seminars and training courses appropriate to the position as required.
- Ensure that the wellbeing of the residents is clearly visible to all.
- Ensure that a homely environment for all residents is promoted.
- Provide support to residents and other staff members as required.
- Abide by Naroo Hostel's Vision Statement, Mission Statement and Policies and Procedures.
- Ensure protective clothing and/or equipment is utilised as required.

Public Relations

- Promote a professional image Gwydir Shire Council and Naroo Hostel to the Community.
- Demonstrate a commitment to courteous, helpful service to residents, staff and volunteers.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Strong inter-personal skills.
- Excellent communication skills.
- Ability to work well in a team.
- Current Senior First Aid Certificate
- A good understanding of cleaning equipment and its uses.
- An ability to cope confidently in emergency situations.
- Knowledge of W H & S requirements.
- Experience as a cleaner/housekeeper.

Desirable

- Certificate III in Aged Care

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.