

## POSITION DESCRIPTION

<b>Position Title:</b>	Cleaner CW
<b>Classification / Grade:</b>	CA 2
<b>Employment Status:</b>	Casual/Permanent
<b>Department:</b>	Cleaning and Maintenance
<ul style="list-style-type: none"> <li>Minimum Qualifications:</li> </ul>	<ul style="list-style-type: none"> <li>National Police Record Check – maintained every 3 years</li> <li>Working with Children Check - Employee Card – maintained every 5 years</li> <li>Satisfactorily completed Y Safeguarding Feel Safe, Be safe Online Course <a href="https://training.ymca.org.au/login/signup.php">https://training.ymca.org.au/login/signup.php</a> – maintained every 3 years and</li> <li>Annual Safeguarding Children and Young People update training</li> </ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>NIL</li> </ul>
<b>Reports To:</b>	Operations Director

### The Y Movement

The Y is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The Y has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. The Y Geelong celebrated more than 70 years of community service across the greater Geelong region.

Y's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

### The Y Geelong

The Y Geelong has a proud history of serving Geelong and district for over 70 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. The Y Geelong primarily operates out of owned facilities, the Y Newtown Stadium, the Y Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The Y is committed to the improvement of the communities in which it works as reflected in our Vision - **We create a better world, with and for young people.**

While our focus is on our community we use our belief statement

***We believe in the power of inspired young people***

to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

The Y Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider community sport and recreation organisation in the Geelong community, we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

### **Facility Description**

The Y Geelong has operated Camp Wyuna since 1953. Camp Wyuna is located on the narrows at Queenscliff on Borough of Queenscliffe land. The Borough leases the land to the Y via a long term lease. The Y has committed substantial funds to the redevelopment of the camp and the provision of fully programmed camps. The facility will accommodate up to 105 campers. The camp is ideally located to take advantage of the natural environment and of the many educational and recreational facilities and services available in the local region. Facilities consist of four accommodation lodges, a dining hall / recreation room, a secondary conference area / meeting room and staff office.

### **Position Summary**

The Cleaner role involves general housekeeping duties such as dusting, sweeping, mopping, bathroom cleaning and window cleaning in a fun camping environment at Camp Wyuna. Bed-making is not usually required.

The Camp operates Monday to Sunday almost every week of the year.

### **Key Responsibilities**

The Cleaner will be directly accountable and responsible for the following;

- Independent cleaning of accommodation lodges, recreation rooms and toilet areas, as directed by Camp Manager.
- Vacuum and mop floors.
- Clean bathrooms.
- Clean shower and toilet cubicles both inside and outside
- Restock consumables such as toilet paper and hand towels
- Remove cobwebs and dust.
- Sanitise door handles and other surfaces

- Sweep stairwells
- Wash windows
- Clean mirrors
- Empty rubbish bins
- Monitor maintenance issues in rooms
- Check all lighting

### **General Professional Requirements**

- Read, understand and implement to the Y policies and guidelines around the safety of children as outlined in the Y's Safeguarding Children and Young People Policy.
- Works as part of a team and shows professionalism.
- Ensure you are welcoming to all families who enter the facility
- Be punctual in both attendances of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the Y; Honesty, Responsibility, Caring and Respect
- Comply with and be committed to the maintenance and development of the Y Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals
- Adhere Y Code of Conduct Policy
- Adhere to the guidelines of Y's Safeguarding Children and Young People Policy
- Take reasonable care of your own health and safety, and for the health and safety of others
- Provide Y Geelong with a current copy of Qualifications on an annual basis.
- Workplace Health, Safety and Environment
- Take reasonable care for your own health and safety, and the health and safety of others.
- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and Y OHS policies and procedures.
- Report all safety, hazards, maintenances and security issues to the area Coordinator, Duty Manager or Centre Manager.
- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the Y to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues, which may impact your ability to safely perform your role.

### **Safeguarding Children and Young People**

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the Y Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and

Procedures during your induction process. The main responsibilities of your position at the Y Geelong with regards to Safeguarding Children and Young People are as follows:

- Understand that Safeguarding Children and Young People is everyone's responsibility at the Y.
- Understand that all people are empowered and required to where appropriate, contribute to the development and implementation of safeguarding practices.
- Promote a welcoming and safe environment for children and young people.
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Declare anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the Y, the cost of this is to be paid by the employer.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure that your interactions with children and young people are positive and safe.
- Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Upholding the rights of and always acting in the best interest of- Children and Young People
- Fulfilling your responsibilities under safeguarding legislation within your State/s and/or Territory/ies, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Participate in all safeguarding children and young people training for your role.

- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Report any suspicious, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Support the facilitation of safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people- as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

### **Privacy & Confidentiality**

The Y Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the privacy of our participants, parents, staff, volunteers and other visitors to our facilities. The Y Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the Y and cause harm to our participant, patron or member.

### **Authority & Accountability**

The Cleaner is required to notify the Manager of:

- Stock requirements,
- Health and safety issues,
- Building or maintenance requirements.

### **Key Selection Criteria**

Proven experience in the following areas:

- Attention to detail.
- Excellent interpersonal skills and ability to relate to people from diverse backgrounds.
- A genuine interest in working as part of a team to provide a great experience for guests.
- Demonstrated initiative in a workplace.
- Ability to successfully and quickly complete tasks.
- Positive attitude and commitment to YMCA values (Honesty, Caring Respect and Responsibility)
- Proven ability to engage with children to ensure they are healthy, happy and connected

- Ability to work from instructions, procedures and under supervision either individually or in a team environment.

### Physical Requirements of the Position

The candidates for this position must meet the Y Fit for Work requirements;

- A good level of fitness, capable of completing up to 5 hours of cleaning tasks as outlined in the Position Description.
- Manual handling with and without aides including but not limited to:
  - Lifting of cleaning equipment,
  - Lifting washing,
  - Cleaning products,
  - Vacuum cleaner, and
  - Mattresses
- Making of beds (on occasions).
- May be standing for an extended length of time

### Experience Required

- Cash handling
- Basic computer skills are an advantage

### Conditions of Employment

This position is in accordance with the terms and conditions of the

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement- YMCA Geelong Inc.
- This position holds CA 2
- Location is Camp Wyuna - Queenscliff but may be required to travel to other sites
- Must organise own reliable transport.
- Acknowledge, implement and comply with the Y Policies and Procedures
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.
- Required to work flexible roster as required
- Acknowledge, implement and comply with the Y Policies and Procedures via Employment Hero/ Swag Application.
- Subject to a 24-week probationary period.

<b>Approved by: Shona Eland</b>
<b>Position: CEO – the Y Geelong</b>
<b>Date: 06.09.2023</b>



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**Acknowledgement of Position Incumbent**

Acknowledgement that I have read and understood the requirements of this **Cleaner CW** position, I will acknowledge this position description via my Employment Hero Portal/Swap App.