

Position Classification: Service and Support

Responsible for: Promoting a positive image of DBW through maintaining cleanliness of Company owned property/facilities and De Bortoli Family residences to a high standard.

Leadership/Business influence: Minimal supervision, working independently/proficiently.

Reports to: Hospitality Manager

Supervises: N/A

Internal contacts - Hospitality Attendants

External contacts - N/A

Main Functions and Activities

Perform cleaning operations within designated company property and buildings

- Clean and disinfect wet areas and staff amenities
- Conduct specialised cleaning of areas such as Offices, Labs, etc
- Collect and remove/recycle waste from work area to collection point
- Sweep/vacuum and mop internal floors
- Sweep external areas surrounding staff amenities
- Report any maintenance issues including damage to company property to Supervisor

Measures - Company property cleaned and maintained in accordance with company standards. Damage/maintenance issues to property promptly reported.

Perform general housekeeping duties at De Bortoli Family residences

- Change linen in bedrooms as required
- Collect and distribute laundry
- Sweep/vacuum and mop internal floors
- Dispose of and/or recycle waste materials as required

Measures - Family residences cleaned and maintained in accordance with company standards. Damage/maintenance issues to property promptly reported.

Promote safe attitudes and work practices

- Safely use all cleaning materials and chemicals
- Comply with all OH&S policies and procedures.
- Wear Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor.
- Maintain all equipment to a safe working standard.
- Work in a manner which is conducive to OH&S.

Measures - *Compliance with Company policies and procedures. Incidents reported in accordance with Company procedure. Maintenance schedules adhered to at all times.*

Essential Capabilities and Experience

- Previous cleaning experience
- Ability to work with minimal supervision
- Good timekeeping
- Effective communication skills

Desirable Capabilities and Experience

- Commercial cleaning experience