

Position Description

POSITION TITLE:	Cleaning Supervisor
DEPARTMENT:	Cleaning
RESPONSIBLE TO:	Site Manager
DIRECT REPORTS:	Supported Employees
INDUSTRIAL INSTRUMENT:	Enterprise Agreement
CLASSIFICATION LEVEL:	SESA 6
LOCATION:	Various
<input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> NDIS Worker Screening Check <input type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Driver's Licence <input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Proof of completion of NDIS Worker Orientation Module <input type="checkbox"/> Proof of full COVID-19 vaccination, or an acceptable medical exemption	

Bedford exists to support people with disability to live the life they choose through a diverse range of skill-building opportunities, from social activities, experiences, supported employment, residential services and open employment. Underpinning this is the belief that diversity, inclusion and acceptance equals belonging for people of all abilities.

People with disability who live, work, and receive care from Bedford need to do more than just get by, they should be given the opportunity and resources to learn, grow and live meaningful, confident lives.

POSITION SUMMARY

Reporting to the Site Manager – Panorama or Elizabeth, this position is responsible for the day-to-day cleaning requirements of the various sites as per the agreed contractual standards and timeframes. The Cleaning Supervisor will also be responsible for providing training and support for a team of supported employees with a disability whilst overseeing their safety.

KEY RESPONSIBILITIES

- Championing the delivery of the *NDIS Practice Standards*, the *NDIS Code of Conduct*, as well as the *NDIS Quality and Safeguarding Framework*
- Support employees to achieve their NDIS goals and objectives.
- Responsible for completing daily cleaning requirements as per contract and rosters requirements.
- Daily use of cleaning equipment and chemicals as per Standard Operating Procedures (SOPs).
- Assist in training employees as per their Individual Training Plans (ITPs) with assistance from the Employee Development Coordinator (EDC) as required.

- Report any accidents or damages to the respective Site Manager
- Report any machine maintenance/break down issues or other issues to the respective Site Manager
- Complete various administration work as requested.
- Raise/Action Purchase Orders for required consumables
- Ensure a “hands on” approach to cleaning activity is actioned daily to ensure employee support needs are met and cleaning objectives are satisfied
- Attend and contribute to team meetings as required.
- Responsible for taking reasonable steps to ensure you follow all appropriate processes regarding incidents, hazards and risks as well as respond to these in a timely way and submitting into Sky trust where applicable.
- Acquire and maintain work health and safety knowledge relevant to your workplace and understand all operations and associated hazards and risks.
- Provide strong leadership and effective training to Supported Employees/Clients.
- Flexibility to travel to other sites, as and when required/directed.
- Other duties as per the direction of the Site Manager, Operations Manager – Packaging or General Manager, Supported Employment

KEY CHALLENGES

- Ensuring sites are cleaned to consistently high standards and within allotted time frames.
- Development and implementation of continuous improvement processes, productivity, employee absenteeism, quality, and customer service.

SKILLS / ATTRIBUTES

Personal Attributes

- An empathic and supportive attitude towards people with a disability.
- Good communication both written and verbal.
- Proactive/Solution based attitude.

Essential Skills and Qualities

- Previous contract cleaning experience.
- Experience using cleaning equipment and cleaning chemicals.
- Strong attention to detail and organisation skills.
- The ability/experience to supervise and train.
- National Police clearance.
- Current Driver’s Licence.
- Cleared to work (NDIS Worker Screening Check, National Police Clearance)

CORPORATE RESPONSIBILITIES

All staff are required to work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and any other legislation that is relevant to their role, and:

- behave in a manner that is consistent with Bedford’s mission, vision, and values and that supports clients and employees to achieve their NDIS goals and objectives.
- comply with Bedford policies and procedures as amended from time to time, including the *Code of Conduct*.
- acquire and maintain Work Health and Safety knowledge relevant to your position.
- participate in any performance or professional development process as required by Bedford.
- participate in mandatory training as relevant to your role, and as required by Bedford.

OTHER RELEVANT INFORMATION

Further information about Bedford may be found at <http://www.bedfordgroup.com.au>

Bedford may vary your Position Description from time to time.

I confirm that I have read and understood the Position Description for the position of Cleaning Supervisor.

Name:

Signed:

Date: