



POSITION DESCRIPTION

Te Reo Position Title tbc

Environmental Services Worker

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga - Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga
achieved through collaboration and service excellence

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Housekeeping Team Leader

Department/Team: Environmental Services

Job Status: Permanent, Part-Time

Direct reports (if applicable): n/a

Delegated Financial Authority (if applicable): n/a

Last updated:

Position Purpose

The primary responsibility of an Environmental Services Worker is to ensure that the highest standard of cleanliness, sanitation and hygiene is maintained for patients, residents, staff and visitors at all times across our facilities.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Cleaning	<ul style="list-style-type: none"> Ensures that all work is carried out as per acceptable guidelines, instructions and standards. Uses appropriate equipment and cleaning products for cleaning tasks. Maintains stores and cleans equipment according to established guidelines. Ensures that the daily schedule of cleaning tasks is followed to an optimum standard and in a timely manner. Replenishes supplies as needed including handtowels, toilet rolls and soaps. Supports and assists with audits of cleanliness and safety. Responds in a timely manner to requests from staff for additional cleaning needs e.g. emergency spills. Undertakes ordering of supplies under the supervision of Team Leader. Undertakes other cleaning duties as required including windows, wheelchairs etc.
Linen Room	<ul style="list-style-type: none"> Observes Infection Control protocols. Has set procedures/documentation for the reception of clean/dirty linen, making note of any discrepancies and reporting these to the Team Leader. Ensures that storage of linen is maintained according to established procedures. Distributes linen to the wards on a daily basis. Ensures good maintenance of linen room equipment.

	<ul style="list-style-type: none"> • Maintains stock levels for mending and marking of linen. • Follows established procedures for the hand cleaning of specific materials , eg. sheepskin rugs.
Porter	<ul style="list-style-type: none"> • Undertakes daily collection and delivery of stores across the organisation. • Makes ready at the transport bay, equipment/stores for transportation. • Collects pharmacy supplies and stores from local providers as requested. • Other tasks as requested.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrates a good understanding of Health and Safety in the healthcare environment. • Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. • Ensures own and others' safety at all times. • Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting. • Report all incidents/accidents, including near misses in a timely fashion.
Rubbish Disposal	<ul style="list-style-type: none"> • Undertakes routine daily collection of rubbish from work areas ensuring health, safety and infection control standards are maintained and adhered to: <ul style="list-style-type: none"> • Rubbish is separated according to colour-coded bags • Own safety is considered during disposal of rubbish • Sharps containers and yellow infectious rubbish is stored safely for transportation/disposal.
General	<ul style="list-style-type: none"> • Maintains harmonious working relationships with all other members of the health team. • Reports to nursing staff any concerns re patients whilst undertaking tasks in hospital environment. • Assists with the transport of patients as may be requested from time to time. • Orders and replenishes cleaning supplies to maintain optimum inventory levels. • Security and lock up and communication with PM staff at end of shift, as appropriate • Actively discusses any areas of concern with the Housekeeping Team Leader and/or Facilities Manager.

Kawenga Matauranga | Knowledge, Skills and Experience Required

Qualifications

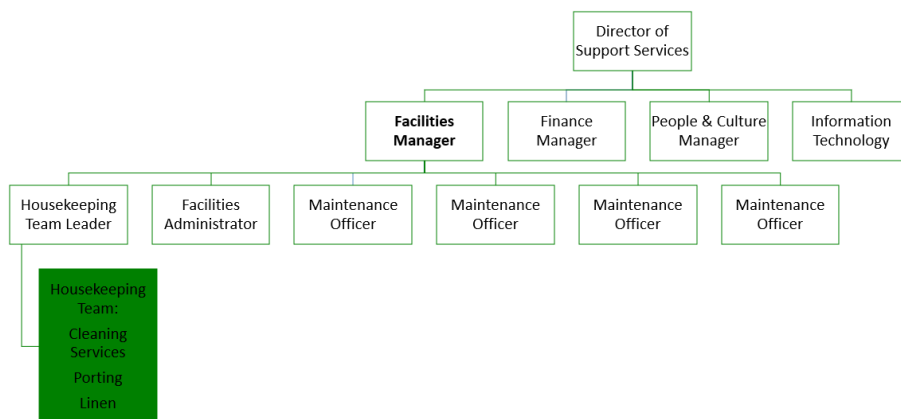
- No formal qualifications required.
- Drivers License essential.

Skills and Experience

- Previous cleaning experience working within the Health sector or commercial environment along with a working knowledge of cleaning products, techniques and equipment is an advantage.
- Pleasant disposition and good communication skills.
- Ability to work independently and within a team.
- Highly organised with excellent time management skills.
- Reliable, honest and self motivated.
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality.
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.

Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- Environmental Services
- Facilities Manager
- Hospital Services team
- Director of Support Services
- Other staff and managers

Key External Relationships

- Rawene Pharmacy
- Groups, whānau and individuals from the community

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga’s strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga’s policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date: