

Position Description

Position Title: Cleaning Assistant

Reporting to: Assistant Coordinator, Centre Coordinator

Qualifications:

- Current Food Safety Training (renew annually). <https://www.imalert.com.au/foodsafety/>
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

In relation to children-

- Act as a positive role model, demonstrating appropriate behaviour and language.

In relation to families-

- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Refer families to communicate feelings about their child's time spent at the service to the Room Leader.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Educational Program ensuring that this valuable communication tool is being fully utilised.
- Attend family events held at the service, as required.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.

In relation to colleagues

- Follow the directions of the Centre Coordinator, Room Leader and colleagues.
- Participate in the service's performance appraisals and staff reflection activities.
- Be familiar with the Grievance Policy (available on SharePoint) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.

In relation to the service cleaning

- Follow the checklist effectively to ensure highest standard of cleanliness and hygiene.
- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and safety concerns to the Centre Coordinator for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Key Performance Indicators

(expected work standard)

- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to providing a clean and hygienic environment for children, families and colleagues.
- Maintain a high level of safety awareness and hygiene as you carry out your duties.
- Work in a timely and effective manner at all times.
- Follow Keiki Early Learning's Professional Code of Conduct at all times.

For more information about the Children's Services Award (2010) [CLICK HERE](#).

Each service has a copy of the Award available for all employees.