

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Corporate Cleaner
Position ID Code	FAC015
Work Area, Division	Facilities Management, Operations
Reports To	Facility Service Lead (Perkins North) or Building Supervisor (Perkins South)
Direct Reports	Nil
Award	Miscellaneous Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Corporate Cleaner is responsible for maintaining a high standard of cleanliness and presentation at their assigned Perkins building. This includes cleaning all areas within the building according to prescribed methods and schedules. This role plays a key part in ensuring Perkins facilities meet satisfactory cleanliness and safe practise, reflecting Perkins commitment to excellence. Each cleaner works exclusively at a specific location and reports to the designated manager for that site.

Position Outcomes and Key Goals
1. Apply a sound understanding of safe and professional cleaning methods and practices. 2. Ability to follow instructions, demonstrate attention to detail, adhere to Standard Operating/Work Procedures (SOPs), guidelines and other protocols.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Corporate Cleaner	1	26/11/2024	Building Supervisor	Acting Chief Operations Officer	Chief People Officer

Key Duties/Accountabilities

1. Implement established cleaning methods and practices to ensure the building is cleaned and maintained to a high standard of presentation and in line with cleaning specification requirements.
2. Empty waste bins or similar and transport waste materials to designated collection points.
3. Sweep and/or mops floors with wet or damp mop-head and vacuum clean and spot clean carpeted areas.
4. Use electrically powered scrubbing and polishing machines to polish and spray clean floors.
5. Dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, shelves, and fittings.
6. Replenish consumable items (includes soap, toilet paper, paper towel) as required.
7. Clean shared facilities (including kitchens, toilets, urinals, hand basins, sinks and showers) and clean common area spillages in a timely manner.
8. Report any factors that are likely to affect key duties to supervisor without delay.
9. Ensure all cleaning chemicals, equipment, and materials are used, stored and maintained correctly and in compliance with safe work requirements.
10. Complete other duties as requested by supervisor and/or manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Sound level of proficiency in verbal and written communication skills with the ability to interact professionally and effectively with diverse customers.
2. Demonstrated ability to work collaboratively in a team environment and independently when required.
3. Flexible approach to duties along with the ability to work under pressure.
4. High level of attention to detail.
5. Ability to adhere to Work Health and Safety procedures and a willingness to learn.
6. Previous experience in a similar role (desirable).
7. Possess a Satisfactory National Police Certificate.

Special Requirements

1. The incumbent must be physically fit to stand and walk for extended lengths of time, stack, bend, pack, move and lift small objects, be able to move freely around workstations and the general vicinity of the building.
2. This position may be required to provide relief cover at the alternate Perkins site.
3. After-hours and/or shift work may be required in this position.

Key Working Relationships

1. Tenants of the building.
2. Facilities Management Team.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.