

Position Description	
Position Title:	Social Enterprise cleaner
Team	UPC, Social Enterprises
Employment Status	Casual
Primary location	Kensington & other locations

About Unison

Unison provides a diverse range of housing services in Victoria, including social housing, affordable housing, transitional housing and owners corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison assists over 3,500 people each year who are homeless or at risk of homelessness.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTIQ+ communities to join our workforce.

About Unison Property Corporation (UPC)

UPC is a multi-faceted Social Enterprise division of Unison. In-line with the values and mission of Unison, we believe that everyone deserves the opportunity to thrive.

We provide employment with on-the-job training, support and development opportunities for marginalized individuals to help alleviate financial, social and community disadvantage.

To achieve this, we provide a safe, secure, and structured workplace where individual's challenges are identified. We enable people to engage, or re-engage, in gainful, dignified employment. Our opportunities are provided through our Cleaning Services, Grounds and Landscaping, as well as our Owners Corporation team.

The aspirations of our employees to thrive through opportunity align with ours, as we know that when individuals thrive, communities thrive.

Vision

Communities that thrive.

Mission

To have social impact by investing in people and supporting Unison Housing

Organisation values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work in line with our Values.

<p>PEOPLE</p> <p>We put the customer at the heart of what we do, we value each other and welcome diversity.</p>	<p>RESPECT</p> <p>We are respectful of all and welcome open and honest discussion.</p>	<p>POSITIVITY</p> <p>We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions.</p>	<p>ACCOUNTABILITY</p> <p>We do what we say we will do.</p>
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Position Objectives

This role is responsible for delivering high quality cleaning services in-line with company standards, including quality and time frames to a diverse client base including social housing, private clients and mixed-use commercial and residential facilities.

Key Accountabilities

As the Cleaner you will have responsibility for the following:

- Ensure walls, windows, glass doors, skirting board, power points, stairwell rails and other relevant building structures are wiped and cleaned as required.
- Cleaning windows, doorknobs, taps, sinks, glass doors and cupboards.
- Cleaning and maintaining equipment.
- Interact with residents, contractors and team members in a friendly, respectful and positive manner.
- Empty waste bins or similar receptacles, transporting waste material to designated collection points, including hosing waste bins.
- Assist in maintaining par stock levels for all equipment and materials, including cleaning products, equipment by reporting shortages.
- Cobweb and mildew control, utilising extendable equipment as necessary.
- Disposal of rubbish and litter control including removal of material from drains and gutters between and/or surrounding buildings.
- Dusting including common areas surfaces, office furniture & equipment.
- Removal of graffiti.
- Sweeping, mopping and vacuuming.
- Check that door locks, gates, lights, dispensers and other items are operational and report any faults.
- Cleaning and sanitising toilet facilities, including restock hand towel, toilet tissue and soap dispensers as necessary.
- Work effectively unsupervised when required and exercise judgement in the planning of own work.
- Champion a culture that is respectful, non-judgemental and inclusive in line with Unison's Values, Code of Conduct, Policies and Procedures.

- Participate in team meetings, Unison staff meetings and other meetings and forums as required.
- Comply with all legislation, regulations, standards and Unison policies and procedures relevant to the position.
- Other duties as directed by Unison.

Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Previous experience in relevant commercial or professional cleaning position. • An understanding of and demonstrated experience in OH&S identification and safe working practices • Ability to communicate with people across a broad range of backgrounds. • A proactive approach to problem-solving • Good time management and organisational skills • Experience in safe manual handling techniques and use of chemicals (preferred).
Personal Qualities	<ul style="list-style-type: none"> • Ability to carry out cleaning duties with limited supervision • Ability to show initiative, be a self-starter and enjoy imparting positive work practices and culture to a broad range of employees • A high level of energy and enthusiasm & Positive team-working approach
Knowledge and skills	<ul style="list-style-type: none"> • A current full Victorian driver's licence
Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure that Unison's Occupational Health and Safety Policy and Procedures are continually observed and complied with. • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Unison's OHS Frameworks. • Regularly inspect own and Team immediate work environments and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the Social Enterprise Manager • Actively participate in hazard elimination where practical.
Safety screening	<ul style="list-style-type: none"> • This role is subject to a satisfactory National Police History check, Working with Children Check and confirmed Covid-19 vaccination. • Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

Physical Inherent Requirements

Office Duties • NIL

Physical demands	<ul style="list-style-type: none"> • Standing, and walking for extended periods of time • Repetitive use of wrists and/or hands. • Push / Pull force, Repeated wiping and cleaning surfaces (shoulder force)
Driving	<ul style="list-style-type: none"> • Required to drive UPC (Unison) owned vehicles
Work Environment	<ul style="list-style-type: none"> • Will be required to work from different sites, including offsite facilities • Exposure to varied weather conditions
Lifting and Carrying	<ul style="list-style-type: none"> • Frequent lifting and carrying of items up to 10kgs.
Bending and Reaching	<ul style="list-style-type: none"> • Frequently required to bend and reach.

Organisational Relationships

Accountable to	<ul style="list-style-type: none"> • Team leader, Social Enterprises, UPC
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • NIL
Internal Liaisons	<ul style="list-style-type: none"> • UPC Management Team, Unison Facility Advisor Teams/individuals, Unison Assets team, other internal staff
External Liaisons	<ul style="list-style-type: none"> • Owners and tenants at Unison properties, external contractors and other relevant networks.

PD Review

Date PD Adopted:	October 2022
PD Review Date:	October 2025