

## Position Description

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<b>Position Title:</b>	Social Enterprise cleaner
<b>Team:</b>	Enterprise Team, UPC
<b>Employment Status:</b>	Full-time/Part-time, Ongoing/Casual
<b>Reporting to:</b>	Team Leader - Cleaning
<b>Location:</b>	Multiple locations

### About Unison

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Unison is a for-purpose organisation that works to reduce disadvantage and social exclusion for over 3,500 people who need social or affordable housing, or who are homeless or at risk of homelessness each year. We believe that housing is the foundation on which to build a life of value but that a good life takes more than just housing - it takes place in a community. We're also committed to building a thriving community internally for the people that work with us. We're proud to offer contemporary people programs and benefits in line with our values, and we're certified as a Great Place to Work.

### About Unison Property Corporation

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Unison Property Corporation (UPC) is a non-for-profit entity of Unison that provides management services for Owners Corporations and a Social Enterprise Team. The Social Enterprise Team provides facility services for a range of clients, including social housing, private clients and mixed-use commercial and residential facilities. 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. The aspirations of our employees to thrive through opportunity align with ours, as we know that when individuals thrive, communities thrive.

### Position overview

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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.

### Position responsibilities

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- 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.
- Other duties as directed by SE Manager and SE Supervisor
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community
- Be flexible and undertake any other duties as reasonably directed

## **Key selection criteria**

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- 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.
- Ability to show initiative and work autonomously, with a high level of enthusiasm, resilience, and positivity
- A current valid and full Victorian Driver's License is preferred.

## **Safety and wellbeing**

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Staff may be required to interact with Unison's renters and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

## **Employment conditions**

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All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

All staff are required to comply with and adhere to all applicable legislative and ISO Integrated Management System (ISO 9001, ISO 45001 & ISO 14001) requirements, and UPC Policies and Procedures.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

## **Equal employment opportunity**

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Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTIQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.