

Position: Cleaning and Laundry Supervisor	Service: Trinder Park Aged Care
Department: Aged Care	Revised: November 2017
Conditions: LCC Aged Care Enterprise Agreement 2013 Support Worker Level 4	

Purpose of the Role

To provide effective and efficient leadership and guidance to the cleaning and laundry services to ensure stakeholder needs are met.

Operating Environment

This position is located in Woodridge at Trinder Park Aged Care of Lutheran Services, a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

Trinder Park Aged Care Home

Located in Brisbane's south, Trinder Park offers aged care accommodation to 156 residents.

Reporting Relationships

The Cleaning and Laundry Supervisor reports to the General Manager and provides day to day guidance to the Cleaning and Laundry team.

Major Responsibilities

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

- Lead, motivate, coach and mentor the staff of the service in a manner that promotes a high performing and innovative workplace culture;
- Coordinate day to day operations, including ensuring adequate supplies are maintained;
- Contribute to the induction, orientation and mentoring of new staff;
- Undertake ongoing formal and informal education for team members;
- Actively participate in continuous improvement, including the completion and maintenance of documentation relating to audits;
- Coordinate a timely team response to changing priorities;
- Regularly undertake cleaning and / or laundry shifts;
- Liaise with external contractors as required;
- Oversee staff rosters and arrange replacement of staff as required.

Qualifications and Experience

The incumbent will possess substantial experience in commercial cleaning and laundry work, and will have experience in leading others in a similar setting. This position requires an understanding of the customer service focus of these services.

A proven ability to communicate effectively with a wide variety of individuals is essential. Maintenance of an Australian Driver's Licence and Positive Federal Police check is essential.

The incumbent may be required to provide information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.</p>
