



TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Roster and staffing</p> <ul style="list-style-type: none"> Analyse and assess staffing requirements Prepare and review rosters Monitor staff levels Train and mentor new staff <p>2. Plan and prepare</p> <ul style="list-style-type: none"> Review job requirements and work locations Select, organise and transport equipment to work site location Clean and regularly review cleaning equipment Complete maintenance and repair reports as required <p>3. Clean (surfaces)</p> <ul style="list-style-type: none"> Wipe down surfaces Scrub tiled or hard surfaces Spot cleans on glass, tile and carpeted surfaces Dust ceilings, overhead surfaces and walls Clean and disinfect lavatory surfaces including toilet bowls, basins, mirrors and bathroom floors <p>4. Clean (floors)</p> <ul style="list-style-type: none"> Determine safe method for cleaning Erect signage and implement other controls as required Review floor type and assess floor condition Determine most appropriate cleaning method Select and prepare cleaning equipment Clean surface with mop, dust mop, brush, broom, vacuum, rake, etc Polish surfaces if required Dispose of collected waste <p>5. Rubbish removal</p> <ul style="list-style-type: none"> Empty bins Replace bin liner Transfer bin bags to industrial waste bin using trolley Load industrial waste bin <p>6. Chemical use and storage</p> <ul style="list-style-type: none"> Select appropriate chemical cleaning agents Dispense, distil and store in accordance with manufacturer's guidelines <p>7. Develop and update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Adhere to health, hygiene, infection control, safety and security procedures Follow all other procedures as outlined and/or requested 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent handling linen 5kg to 12kg; Occasional lightweight items Push/pull: Over even/uneven ground (trolley, mop/broom) <p>Mobility</p> <ul style="list-style-type: none"> Walking: Frequent <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Access linen on pallets, cleaning toilets/showers <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Forward and overhead reaching <p>Hand activity</p> <ul style="list-style-type: none"> Hand dexterity: Hand dexterity and grip strength to access door locks and handle items <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Semi-squatting, kneeling or crouching 	<ul style="list-style-type: none"> Maintain personal presentation standards Attention to detail Intermediate reading comprehension skills Intermediate numerical skills Organisation and time management skills Ability to do multiple tasks concurrently Ability to communicate with peers and customers Ability to work in a team Capacity to resolve conflicts and negotiate with others Follow instructions and take direction Guide, directing, and motivating peers and frontline staff Providing consultation and advice to others May be exposed to aggressive customers May be exposed to customers of all ages Medirest - may be exposed to the passing of residents and their mortal remains 	<p>Environment</p> <ul style="list-style-type: none"> Variety of commercial contexts Occasional wet hands Possible travel to remote locations (including offshore facilities) Possible exposure to extreme heat Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.) Roster as per site requirements <p>Equipment</p> <ul style="list-style-type: none"> Pager Mobile phone Trolley Personal protective equipment <ul style="list-style-type: none"> Long-sleeved shirt Heavy duty drill trousers Cap/headwear Steel-capped boots Gloves Mop and bucket Dust mop Brushes and brooms Rakes Vacuums (backpack, pull along, industrial) Floor polishers