



**Tūhoe Manawarū
Ruatāhuna**



Position Description – Cleaner

Tūhoe – Te Uru Taumatua Values

Our organisational values derive from our history and whakapapa, they inform our behaviours and how we interact with our world and the world around us. These values are our beliefs and context for ensuring the permanence of Tūhoetanga.

Working for Tūhoe – Te Uru Taumatua

Working for Tūhoe – Te Uru Taumatua comes with obligations and responsibility to bring to life the achievement of organisational goals and standards of excellence.

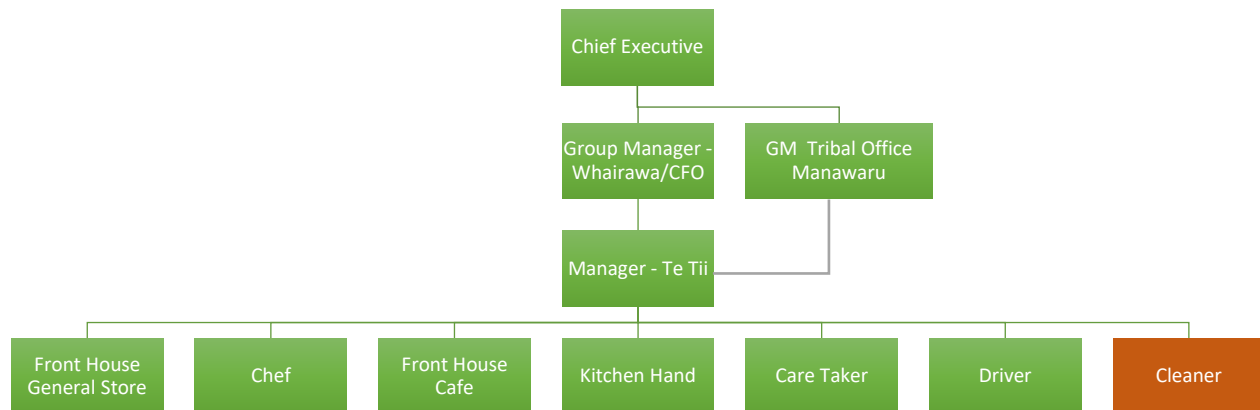
Tūhoe Manawarū Tribal Authorities

The Tūhoe Manawarū Tribal Authority is the Tūhoe Tribal for Ruatāhuna. The principle responsibility of the Tribal is to raise the capability and wellbeing of our Tūhoe people, enabling prosperity and quality infrastructure to collectively lift our Tūhoe mārua. Tūhoe Taraipara have consolidated priorities to bring change and vibrancy to its communities; Tūhoe is experiencing a new and positive era of development.

Te Tii – Ruatāhuna is intentionally designed to revitalize Ruatāhuna; where we are creating for ourselves new experiences and opportunities for our mārua.

About this role

Reporting to the Te Tii Operations Manager, this role is an integral part of the Te Tii team. It has responsibility for ensuring overall care and cleanliness of Te Tii building complex, Hinepūkohurangi Medical Center, and including the servicing of the Chalets to protect and preserve its ongoing use for existing and future generations of Tūhoe.



KEY RESULT AREAS

General Duties
<p>Deliver conscientious and high standards of cleaning and chalet preparatory maintenance including but not limited to:</p> <ul style="list-style-type: none"> • Replacing all bed linen and making up beds to professional hospitality standards • Replace all bathroom linen and consumables • Wiping and sanitizing toilets, hand-basins and shower areas • Spot cleaning all surfaces including light switches, walls and doors, removing fingerprints, smudges, marks and stains • Emptying rubbish bins, recycling bins, spot cleaning if soiled and replacing bin liners • Sweeping and mopping hard floor areas • Vacuuming carpeted areas, sweep and other floor services • Cleaning and polishing all bright metal • Cleaning skirting boards and windowsills and removing all cobwebs • Dusting and polishing wooden furniture • Wiping down kitchen appliances and white ware and cleaning inside microwave • Dusting of shelves and all other surfaces • Wipe clean mirrors and interior of windows and glass doors • Wash window and glass door exteriors when required to maintain cleanliness

<ul style="list-style-type: none"> • Sweeping porches, entrances and steps, removing any debris • Weekly checks of all chalet chattels (including all kitchen equipment and other stocked items through-out the chalet). Advise the Operations Manager of any missing or damaged items • Check light bulbs at each servicing • Stock chalet kitchen, bathroom and shower with provided consumables • Maintain the cleaners store-room • Regularly review all stocks of consumables, equipment and materials. Advise the Operations Manager when stocks need replenishing, by providing a list of requirements • Manage all linen stocks, advising of replacement requirements – all linen and towels are to be of superior standard of cleanliness • Carry out washing, drying and ironing of all linen, on a daily basis to avoid back-log • Advise the Operations Manager of any issues with laundry equipment • Report any general interior and exterior wear and tear, damage, and maintenance required
Special Consideration
<ul style="list-style-type: none"> • Assist with other projects as assigned such as Iwi events and functions • Proactively work to build and maintain meaningful working relationships within Te Tii team through participation, discussion, open and honest communication and knowledge sharing • Promote the vision, values and aspirations of Tūhoe in all dealings with internal and external stakeholders • Contribute to Te Tii projects as and when required and directed • Hours of work are set out in the Employment Agreement however there may be times when you are required to undertake other duties outside of these hours as requested. This may involve Iwi or Tribal hui, attendance at meetings i.e. stake holder hui, staff meetings or training workshops
Quality Assurance
<ul style="list-style-type: none"> • Provide timely and productive feedback to the Te Tii Operations Manager regarding limitations to deliver and risk elements. • Review, evaluate and set personal performance objectives and take responsibility for own personal development • Proactively champion and contribute to growing a positive manaakitana culture

Person Specification		
	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Fluency in Tūhoe dialect
Work Experience		<ul style="list-style-type: none"> • Experience in a cleaning role
Systems		<ul style="list-style-type: none"> • Experience in stock taking and stock management
Personal attributes	<ul style="list-style-type: none"> • Flexible in approach • Well organised • Proficient, adaptable role model • Values based • Takes accountability for time, performance and duty of care seriously • Understands collective contribution over individual 	<ul style="list-style-type: none"> • Professional • Enthusiastic and impressionable • Warm and empathic
Cleaner Name:		
Signature:		
Date:		
Chief Executive Name:		
Signature:		
Date:		