



*Formerly Woy Woy Community Aged Care  
PO Box 21 Woy Woy NSW 2256  
Ph: (02) 4344 2599 - Fax: (02) 4344 6306*

# Services Supervisor Information Pack

“Application for Employment Form”  
must be accompanied by:

- Covering letter
- Resume
- Two (2) work related referees, preferably Supervisors/Managers.

Applications can be submitted in the following manner:

**Mail to:** *BlueWave Living  
Att: Chief Executive Officer  
PO Box 21  
WOY WOY NSW 2256*

**OR**

**E-Mail to:** *jobs @bluewaveliving.org.au*

# Services Supervisor

## Purpose

To ensure the smooth running and effective delivery of the cleaning and laundry service across BlueWave Living. In this role you will look to drive the productivity, motivation and development of all Housekeeping Team members, whilst ensuring high standards and company policy and procedures are maintained.

This role would be Monday to Friday and would include some on the floor cleaning shifts.

## Essential

- In depth knowledge of housekeeping services including an understanding of effective cleaning methods, equipment and chemical use
- Experience in staff management including training staff
- Excellent time management skills with the ability to remain flexible in working arrangement to accommodate varying shifts if required
- Excellent communication and problem solving skills
- Intermediate computer skills to enable use of technology within the role
- Understanding of OHS requirements
- Ability to work autonomously

## Desirable

- Experience working in a health care environment

## Main Responsibilities

1. Provide a high level of supervision to the housekeeping staff to ensure the provision of the highest standards in cleanliness and laundry services to BlueWave Living and residents.
2. Monitor staff attendance and assist with rescheduling the roster to cover staff absences.
3. In conjunction with the CEO achieve fair distribution of duties. This may include redeploying assistance where necessary.
4. Ensure all personnel are aware of and familiar with the correct use of all equipment and materials.
5. Ensure a timely stock re-ordering process is in place.
6. Completion of quality audits/spot checks.

7. Promote Health and Safety within the team and ensure all staff are aware of the appropriate Health and Safety Regulations.
8. Produce required reports and meet regularly with the CEO to discuss the provisions and effectiveness of the service.
9. Ensure effective and economical use of equipment and materials.

You will report to the Chief Executive Officer. You will be required to attain various staff competencies and attend further education as part of your role.

### **Our Organisation**

We are a 139 bed residential aged care facility, a friendly, family orientated organisation located on the Central Coast. We are a community based, Government funded, not-for-profit charitable, organisation providing care and accommodation to the frail aged. We provide both high and low care general and dementia specific nursing care to permanent and respite residents.

### **Wages & Conditions**

Wages and employment conditions are in accordance with the Woy Woy Community Aged Care NSWNA & HSU NSW Enterprise Agreement 2014 - 2017.

A six month probation period applies to all positions within the organisation. Salary sacrifice is available for permanent staff with the opportunity to receive up to \$15,886 of your yearly salary tax free each year, subject to ongoing taxation legislation. Wages are paid fortnightly into a nominated bank account and superannuation is paid into HESTA superannuation fund or an alternative nominated fund.

### **Criminal Record & Pre-Employment Medical Checks**

It is a requirement of our funding bodies and of this organisation, that prospective employees must undergo a Criminal Record check prior to being offered a position with the company, you will be required to provide this prior to employment. Additionally, the organisation, in order to assess the physical suitability of staff to be employed in our services, requires the applicant to undergo a pre-employment functional assessment, which will be provided by the organisation.