

GUIDELINES: **SAFE HAVEN CLEANING CREW**



Location: SAFE Haven
Reporting Line: SH Day Manager/Trainee Day Manager(DM/TDM)
Hours: 10 -1pm regular rostered hours &/or cover

GOALS

- To ensure that the cat suites & common areas are clean & well presented
- To clean efficiently, use resources wisely & follow SAFE's cleaning protocols

MAIN AREAS OF FOCUS

- Cats for adoption/cats being prepared for adoption/Boarding cats
- Follow the protocols to scoop & clean litter trays, change water, clean suites
- Check, report & record observations around toileting & health
- Empty & thoroughly clean vacated suites & prepare for the next cat according to protocols
- Promote positive interactions with cats

Isolation Room

- Carefully follow specific cleaning protocols

General Tasks

- Wash & disinfect food/water bowls, scoops, litter trays, toys & carriers in line with protocols
- Sweep & mop floors including common areas & kitchen
- Continuously monitor the weight of garbage bags & change as needed
- Ensure provisions associated with cleaning are replenished
- Report maintenance problems or safety concerns
- Make sure everything is left tidy at the end of the shift

Environmental/Health & Safety

- Wear PPE as required
- Help to take home garbage & cans/paper/cardboard/thin plastic for recycling
- Follow safe work practices & product guidelines
- Report hazards immediately to DM/TDM
- Take care of your personal health & that of other members of your team

A bit about you

- Good communication skills
- Conscientious & independent
- Able to follow written instructions consistently without ongoing assistance
- Able to work co-operatively & respectfully as part of a team
- Able to stretch & bend to reach upper & lower suites

There are opportunities for progression to a Team Leader or Day Manager position