# Position Description

*General Services Officer - Glass Wash*

## General Services – CSOF2

The following information is for applicants

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| Advertised Job Title**:** | General Services Officer - Glass Wash |
| Job Reference: | 60902 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Team Leader, Large Animal Facility |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Fiona Napier, Fiona.napier@csiro.au, 03 5227 5000 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

The role of the staff in the General Services functional area is to support research through the provision of routine site maintenance activities, which maintain and / or enhance the work environment of the Business Unit (BU).

The General Services Officer role is to assist in the day to day operation of a high level biocontainment Facility in which activities are heavily determined by protocols to meet containment, health and safety and other regulatory requirements. The role supports our scientific staff in infectious diseases through the cleaning and sterilisation of glassware for laboratories, maintenance of stocks of consumables in the secure store, waste removal and provision of other general services requirements at the AAHL facility. This position will work primarily in the secure area of the laboratory. The person will also be required to assist in other areas from time to time including attending to secure store supplies, autoclaving glass & waste and provide assistance to the secure canteen.

All staff working in this environment must pass security requirements and be able to meet the requirements of an AGSVA Negative Vetting 1 security clearance.

## Duties and Key Result Areas:

* Primarily clean and maintain glassware items used in the laboratory or other microbiological containment environment. This includes:
  + Thorough washing, drying and sterilizing each glass component to ensure optimal sanitation
  + Be responsible for cleaning and maintaining the general environment in which the glassware is kept
  + Removal of broken or damaged glass items
  + Manage waste collection, cleaning of tote boxes, waste separation and recycling
* Operate industrial glassware washers, sterilizers and heat sterilization ovens to ensure that all glassware used is free of contamination. Ensure that glassware is stored in appropriate areas
* Maintain equipment by following operating instructions; troubleshooting breakdowns and arranging for repairs
* Check levels of detergent and neutraliser in dishwasher reservoirs; refill when required
* Clean benches and sinks
* Assist laboratory staff by maintain glass stock levels in the secure store
* Assist with the secure canteen provision as required including purchasing, preparation, serving and cleaning the canteen for the secure staff
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Abide by and promote AAHL’s microbiological security regulations and conduct work consistent with CSIRO’s Equal Employment Opportunity and Health, Safety & Environment principles.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
5. **Independence: Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.**
6. **Adaptability:** Accepts the need for change to work routines or technology.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

1. Relevant trade certificates in Food Safety Supervisor training
2. Previous experience and training in a laboratory environment handling and understanding chemicals and associated equipment
3. Proficient in the proper application of manual handling techniques and lifting equipment
4. Basic computer and Microsoft Office skills to be able to access, interpret and apply company standard operational procedures
5. Capable of working effectively as part of a team, and carrying out tasks under the direction of others

## Desirable Criteria:

1. Previous work experience in a high containment laboratory

## Special Requirements:

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (AAHL) Site:**

1. The nature of our work requires that each person working on site must comply with the conditions described below.
2. The appointee is required to pass a Negative Vetting Level 1 security clearance. Confirmation of the appointment is subject to obtaining that clearance.
3. It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
4. In addition, for a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
5. Working in the barrier maintained Small Animal Facility requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
6. It is usual practice in laboratories where work with infectious disease agents is carried out, to collect a blood sample from personnel and store serum for future reference. This is a safety precaution, so that if any person becomes ill in the future, serum samples are available for testing.
7. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
8. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the AAHL site.
9. Willingness to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents as specified.

Additional information detailing AAHL's micro-security restrictions can be found at it:

<http://www.csiro.au/resources/AAHLStaffRestrictions.html>

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Australian Animal Health Laboratory](https://www.csiro.au/en/Research/Facilities/AAHL)