

ASTC302

Contribute to the implementation of systems and best practice in cleaning



Overview

This unit is for cleaning supervisors. It is about ensuring that the systems for cleaning are consistent with your organisation's procedures.

It is about knowing what best practice in cleaning is and helping to establish systems and methods that support this. It is also about those areas for which you have a statutory obligation such as health and safety and other decisions regarding the environment.

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Performance criteria

- You must be able to:*
- P1 identify the factors you should take into account when implementing systems for cleaning
 - P2 develop and establish systems for effective performance in cleaning that reflect legal requirements and best practice
 - P3 advise staff about new systems and/or procedures that need to be implemented
 - P4 ensure continual monitoring of systems and procedures to identify areas for improvement
 - P5 evaluate objectively the systems and processes in place and review them as appropriate
 - P6 report your findings to the appropriate person

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Knowledge and understanding

You need to know and understand:

- K1 the types of factors which might influence the implementation of systems for cleaning
- K2 how to pass on information to staff about systems and process that should be used
- K3 why it is important to ensure that systems and procedures are monitored
- K4 methods of evaluating systems and procedures
- K5 whom you should report your findings to

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