

**Resume
Of
JANINE DUFF**

**Address: Wallacia van park,
Alwyn Ave Wallacia
Mobile: 045 222 5736
Email: janine.duff@gmail.com
Drivers licence: 1 A car
DOB: 22nd February 1972**

Employment History

**Permanent Full Time.
May 2023 - September 2023**

**Ashleigh House
Duties include:**
* Medication administration
* Personal care/ showering/ bed bath/ toileting
* Dementia Care
* Palliative care
* Bed making
* Incontinence management

**Permanent Full time
Jan 2015- May 2022**

**ANGLICARE
Duties include:**
* Personal care/showering/bed bath/toileting
• Stoma care
• Catheter care
• Medication prompting
• Dementia care/ social group activities
• Palliative care
• Buddy trainer
• Overnight respite
• Meal preparation for large groups
• Shopping for large groups/money handling
• Incontinence management
• Bed making
• Client transport/ pick up drop off clients in bus
• Domestic duties
• Monthly Menu planning
• Monthly day centre group planning

Full time work:
Dec 2010- Nov 2014

INITIAL HYGIENE

Duties include

- Deep cleaning of urinals and toilets
- Changing air fresheners
- Removing and cleaning of sanitary units
- Safe removal of clinical waste
- Safe removal and disposal of adult incontinence aids
- Customer service
- Driving of company van/delivery of products to customers

Full time work:
2007-2010

OK CARAVAN PARK ROUSE HILL

Duties included:

- Annual cleans when tenants move out/Bond cleans
- Daily cleaning of park amenities (showers, toilets and laundries)
- Removal of daily rubbish
- Vacuuming and cleaning carpets
- Sweeping/mopping of floors
- Cleaning of air conditioner filters
- Reception work
- Answering telephones
- Daily banking/shop operating
- Taking of rent
- Bed making /house keeping
- Cleaning walls/windows
- Wet and dry dusting

2005-2007

JANINE DUFF CLEANING

(Self-employed) duties included:

- Child day care centre cleaning
- Annual cleans
- Cleaning of air conditioner filters
- Buffing, Stripping, scrubbing and sealing floors
- Garden maintenance(using blower, mowing lawns)
- Cleaning amenities
- Rubbish removal
- Damp and dry mopping/vacuuming and steam cleaning carpets
- Wet and dry dusting

2004-2005

DAVE'S CLEANING SERVICES

Duties include:

- Cleaning amenities
- Rubbish removal
- Mopping
- Dusting
- Vacuuming
- Buffing floors

2004

MIDNIGHT EXPRESS CLEANING SERVICES

Duties included:

- Cleaning amenities
- Rubbish removal
- Mopping
- Dusting
- Vacuuming
- Buffing floors

2002-2004

TEMPO CLEANING SERVICES (school cleaning/office cleaning/ juvenile justice)

Duties include:

- Cleaning of classrooms
- Cleaning amenities
- Rubbish removal
- Mopping wet / dry
- Dusting wet/dry
- Vacuuming
- Buffing, stripping and sealing floors
- Window cleaning

Casual Work:

2001-2002

NEPEAN FOOD SERVICES

(Volunteer)

- Delivering meals on wheels to aged and frail
- Delivery of meals to disabled persons

1987-1989

COLES NEW WORLD

- Cashier
- Handling of money
- Packing shelves
- Customer service

May 2022- June 2022

Australian Electoral Commission

- Marking names off electoral role for voters/ handing out voting papers
- Ballot box guard
- Cue controller for door for voters
- Counting of votes
- Maintain sanitise environment for voters and workers
- Unfolding of pre pole votes and postal votes
- Counting of postal, pre poll and sealing of votes
- Assistant manager voting centre

Feb 2021- Current

KDS Amusements

- * transporting of rides
- * Setting up rides
- * Food handling and serving
- * customer service
- * handling of money
- * Working in a team
- * Cleaning of Food prep areas

EDUCATION:

Dec 2014 certificate 3 aged care

April 2017 certificate 4 aged care

June 2021 first aid certificate

Jan 2022 certificate 4 leisure lifestyle

REFEREES

Deidre Bullimore

0417 960 594

Vicki Burton

0425 210 384

Megan Davis- Johnson JP

0415 953 533

Kylee Holmes

0427 965 150

Jayde Williams

0481 252 757