



Australian Government

Department of Education, Employment and Workplace Relations

SISXFAC202A Maintain sport and recreation facilities

Release: 2

SISXFAC202A Maintain sport and recreation facilities

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport and recreation context according to organisational policies and procedures.

Application of the Unit

This unit applies to those who work as recreation or administration assistants under direct supervision in a range of roles and settings in the sport, recreation or fitness industry. This includes providing support in the provision of grounds and facilities maintenance; routine housekeeping; or administrative assistance in locations such as fitness centres, aquatic centres, or outdoor sporting grounds or complexes.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|---|---|
| 1. Conduct maintenance checks of facilities or areas. | <p>1.1. Carry out regular checks to identify potential <i>hazards</i> in the <i>facility or area</i> according to <i>organisational policies and procedures</i>.</p> <p>1.2. Report hazards to supervisor according to organisational policies and procedures.</p> <p>1.3. <i>Maintain</i> areas and <i>amenities</i> in the work environment according to organisational policies and procedures.</p> <p>1.4. Store and handle <i>chemicals</i> safely according to instructions and organisational policies and procedures.</p> <p>1.5. Remove and dispose of <i>wastes</i> and dangerous chemicals promptly according to instructions and organisational policies and procedures.</p> |
| 2. Check supplies. | <p>2.1. Check <i>supplies</i> regularly for quantity, quality and expiry date.</p> <p>2.2. Order or request supplies according to organisational policies and procedures.</p> <p>2.3. Dispose of supplies according to organisational policies and procedures.</p> |
| 3. Clean facility areas. | <p>3.1. Conduct cleaning tasks at the specified times according to organisational policies and procedures.</p> <p>3.2. Use <i>cleaning agents</i> safely according to instructions and organisational policies and procedures.</p> <p>3.3. Display notices advising clients of cleaning in progress, according to organisational policies and procedures.</p> <p>3.4. Locate and wear personal protective clothing according to organisational policies and procedures.</p> <p>3.5. Clean and store cleaning equipment according to organisational policies and procedures.</p> <p>3.6. Identify and catalogue lost property according to</p> |

ELEMENT	PERFORMANCE CRITERIA
4. Maintain coin-operated machines.	<p>organisational policies and procedures.</p> <p>3.7. Maintain <i>cleaning records</i> according to organisational policies and procedures.</p> <p>3.8. Lock storage areas when unattended according to organisational policies and procedures.</p> <p>4.1. Check stock levels of <i>machines</i> periodically and restock supplies as required.</p> <p>4.2. Empty coin boxes for coin-operated machines according to schedule or as required.</p> <p>4.3. Record machine trip numbers according to organisational policies and procedures.</p> <p>4.4. Record machine faults, report to the responsible person, and display notices promptly on machines to inform facility clients.</p> <p>4.5. Monitor cleanliness of machines and clean as required.</p> <p>4.6. Carry out minor repairs on machines when necessary according to manufacturer's service agreement and organisational policies and procedures.</p>
5. Contribute to the administration of the facility.	<p>5.1. Accept and record bookings for the recreational facility according to organisational policies and procedures.</p> <p>5.2. Inform clients of the requirements and responsibilities of using the recreational facility according to organisational policies and procedures.</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - notify supervisor of hazards in facilities
 - communicate with facility users
 - make bookings for clients
 - request supplies
- literacy skills to:
 - follow verbal and written instructions on using and storing chemicals
 - read cleaning schedules
 - record information about lost property, cleaning tasks completed and client bookings
 - order supplies
- problem-solving skills to:
 - identify and report problems
 - check supply levels
 - assess requirements for supply replenishment
 - dispose of waste
- planning and organising skills to:
 - conduct regular inspections of facilities
 - monitor supplies and coin-operated machines
- follow cleaning schedules to carry out cleaning tasks with minimal disruption to facility staff and clients.

Required knowledge

- organisational policies and procedures to enable the facility to be safely maintained to a high service standard with minimal interruption to facility users
- main types of cleaning agents and their uses to enable facility areas to be safely cleaned and maintained
- hazards associated with cleaning agents and methods of minimising these
- cleaning equipment and chemicals to enable safe operations
- personal protective clothing and equipment to enable cleaning and maintenance tasks to be undertaken safely and responsibly
- safe methods of waste disposal
- safe and efficient cleaning techniques to maintain own safety when performing cleaning and maintenance tasks.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- carries out cleaning, service and administrative tasks in facility areas according to organisational requirements and with minimal disruption to clients
- complies with safety requirements with respect to the use and storage of chemicals and the disposal of wastes
- reports hazards to appropriate personnel promptly and applies effective contingency-management techniques to respond to problems appropriately
- completes required documentation according to organisational requirements.

Context of and specific resources for assessment

Assessment must ensure conduct of multiple cleaning, service and administrative tasks in facility areas to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a work environment within a facility requiring cleaning and servicing
- cleaning and maintenance equipment, products and personal protective clothing
- coin-operated machines
- organisational policies and procedures in relation to facility maintenance
- documentation to be completed.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performing cleaning and servicing tasks in facility areas
- oral and or written questioning to assess knowledge of safe use and storage of cleaning chemicals
- third-party reports from a supervisor detailing work performance
- portfolio of records in relation to completion of cleaning and maintenance tasks.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXOHS101A Follow occupational health and safety policies.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Hazards*** may include:
- leaking or damaged containers
 - defects in the storage area
 - contamination
 - spillages
 - breakages.
- Facility or area*** may include:
- outdoor
 - indoor
 - dry and wet recreation centre or facility
 - built and non-built.
- Organisational policies and procedures*** may include:
- booking procedures
 - emergency procedures
 - frequency of inspections
 - hazardous substances and dangerous goods
 - local laws and by-laws
 - manufacturer guidelines or specifications
 - occupational health and safety
 - ordinances and policy
 - record keeping
 - reporting channels
 - security of facility and of patrons
 - state and territory statutory requirements
 - stock acquisition
 - use and storage of cleaning equipment, agents and chemicals
 - waste disposal procedures.
- Relevant legislation*** may include:
- occupational health and safety
 - hazardous substances and dangerous goods
 - state and territory statutory requirements
 - local laws and by-laws
 - ordinances and policy.
- Maintenance*** may include:
- restocking supplies
 - emptying coins
 - cleaning
 - inspecting

- lawn mowing
 - edging
 - tree lopping
 - maintaining supplies
 - conducting minor repairs.
- Amenities*** may include:
- lockers
 - baskets
 - cubicles
 - clothing storage facilities.
- Chemicals*** may include:
- bleach-based
 - acid-based
 - floor seals.
- Waste*** may include:
- spillages
 - breakages
 - chemicals
 - blood
 - bandages
 - sanitary bins
 - garbage
 - sharps.
- Supplies*** may include:
- first-aid
 - chemicals
 - cleaning agents
 - office supplies
 - hygiene and sanitary products.
- Cleaning agents*** may include:
- acid or alkaline-based chemicals
 - heavy-duty detergents
 - organic solvents
 - abrasives.
- Cleaning records*** may include:
- dates and times
 - areas cleaned
 - staff member.
- Machines*** may include:
- dispensing machines
 - telephones.

Unit Sector(s)

Cross-Sector

Competency Field

Facility Management