



Australian Government

SISXFAC208 Maintain sport, fitness and recreation facilities

Release: 1

SISXFAC208 Maintain sport, fitness and recreation facilities

Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
1	Replaces and is equivalent to SISXFAC202A Maintain sport and recreation facilities. Title changed to reflect cross-sector application. Updated and equivalent. No changes to competency outcome. Reduction of repetition.

Unit Descriptor

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

Application of the Unit

This unit applies to those who work as activity or administration assistants under direct supervision in a range of roles and settings in the sport, fitness and recreation 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

Not applicable.

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.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Conduct maintenance checks of facilities or areas. 2. Check supplies. 3. Clean facility areas. 4. Maintain vending machines. 5. Contribute to the | <ol style="list-style-type: none"> 1.1 Carry out regular checks to identify potential <i>hazards</i> in the <i>facility or area</i> according to <i>organisation policies and procedures</i>. 1.2 Report hazards to supervisor. 1.3 <i>Maintain</i> areas and <i>amenities</i> in the work environment. 1.4 Store and handle <i>chemicals</i> safely. 1.5 Remove and dispose of <i>wastes</i> and dangerous chemicals promptly. 2.1 Check <i>supplies</i> regularly for quantity, quality and expiry date. 2.2 Order or request supplies as required to meet anticipated demand. 2.3 Dispose of expired supplies. 3.1 Locate and wear personal protective clothing. 3.2 Conduct cleaning tasks at the specified times. 3.3 Display notices advising clients of cleaning in progress. 3.4 Use <i>cleaning agents</i> safely. 3.5 Clean and store cleaning equipment. 3.6 Identify and catalogue lost property. 3.7 Maintain <i>cleaning records</i>. 3.8 Lock storage areas when unattended. 4.1 Check stock levels of machines periodically and restock supplies as required. 4.2 Clear and refill machines according to schedule or as required. 4.3 Record machine data. 4.4 Identify machine faults and report promptly to supervisor.
Display out of order notices promptly on machines to inform facility clients and complete required documentation. 4.5 Monitor cleanliness of machines and clean as required. 4.6 Carry out minor repairs on machines when necessary according to manufacturer's service agreement. 5.1 Accept and record bookings for the facility. |
|--|--|

administration of the facility or activity.

5.2 Inform clients of the requirements and responsibilities of using the facility.

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 machine faults, 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 vending machines
- numeracy skills to:
 - assess stock levels
 - follow cleaning schedules to carry out cleaning tasks with minimal disruption to facility staff and clients.

Required knowledge

- organisation policies and procedures to enable the facility to be safely maintained to a high service standard with minimal interruption to facility users
- legislative requirements relevant to facility maintenance including:
 - Work Health and Safety (WHS)
 - hazardous substances and dangerous goods
 - environmental protection
 - state and territory statutory requirements
 - local laws and by-laws
 - ordinances and policy
- 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 to minimise harm to self and environment
- waste minimisation techniques related to sport and recreation facilities
- 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 ability to:

- carry out cleaning, service and administrative tasks in facility areas according to organisation policies and procedures and with minimal disruption to clients
- comply with safety and legislative requirements with respect to the use and storage of chemicals and the disposal of wastes
- report hazards to supervisor promptly and apply effective contingency-management techniques to respond to problems appropriately
- complete required documentation according to policies and procedures.

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

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
- vending 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.

Guidance information for assessment

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

- SISXWHS101 Follow Work 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
- unsecured equipment
- breakages.

Facility or area may include:

- outdoor
- indoor
- dry or wet recreation centre
- built and non-built.

Organisation 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
- WHS
- 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 minimisation
- waste disposal procedures.

Maintain may include:

- restocking supplies
- emptying and refilling vending machines
- cleaning
- inspecting
- lawn mowing
- edging
- pruning
- maintaining supplies

Amenities may include:

- conducting minor repairs.
- lockers
- baskets
- cubicles
- clothing storage facilities.

Chemicals may include:

- bleach-based
- acid-based
- floor seals.

Waste may include:

- spillages
- breakages
- chemicals
- blood
- bandages
- taping
- sanitary bins
- garbage
- recyclables
- 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.

Unit Sector(s)

Cross-Sector

Competency field

Facility Management