



## **JOB DESCRIPTION**

<b>SITE/LOCATION:</b>	Facilities
<b>TITLE:</b>	Caretaker/Casual Caretaker
<b>IMMEDIATE SUPERVISOR:</b>	Principal/Area Supervisor
<b>DATE:</b>	September 1, 2006
<b>EMPLOYEE GROUP:</b>	C.U.P.E.

### **POSITION SUMMARY:**

Under the supervision of the Principal/Area Supervisor or designate, responsible for all caretaking aspects of the facility and grounds. Implements and follows guidelines within the Caretakers Manual/Plan Assist. The incumbent may be assigned to system-wide caretaking work where required.

### **QUALIFICATIONS:**

Grade 12 education or equivalent required. Good communication skills, ability to perform the duties of the position and a demonstrated ability to follow oral and written instructions is required. Knowledge of commercial cleaning products, materials and applications as well as knowledge of cleaning procedures as they relate to public buildings is preferred.

### **SPECIFIC DUTIES:**

1. Communicates with Principal or Head Caretaker, where applicable, on a daily basis to ensure a safe, secure and clean environment is maintained in all buildings and outside grounds.
2. Fulfills caretaking responsibilities on a regular daily basis that are associated with the cleanliness and upkeep of all buildings and outside grounds.
3. Ensures building is secure and locked.
4. Provides guidance and/or training to casual caretaking and summer staff.
5. Ensures that permit holders adhere to regulations related to the use of facilities. Investigate unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms. Assist permit holders with set up and proper use of equipment and reports associated overtime as required for supervision or cleaning.

6. Prepares work orders in co-operation with Principal or Head Caretaker, where applicable, for repairs and maintenance as required.
7. Requisitions and maintains an inventory of caretaking supplies.
8. Responsible for safely operating all machinery associated with the duties and ensuring equipment is properly utilized and maintained.
9. Performs minor ground maintenance which may include but is not limited to, snow removal from entrances, walkways, roof etc., salting/sanding, removal of garbage from grounds and attending to flowers/shrubbery.
10. Other related duties as assigned.

#### **WORKING CONDITIONS:**

Incumbent works in school/office setting which is a generally agreeable atmosphere. Moderate with occasional heavy physical effort normally required including routine walking, dynamic standing to perform all duties and frequent pushing/pulling of equipment, frequent bending/stooping and reaching forward from knee to shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Constant handling and frequent gripping. Incumbent may work alone in a school/office building.

**This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.**