



JOB DESCRIPTION

SITE/LOCATION: Facilities

TITLE: Head Caretaker

IMMEDIATE SUPERVISOR: Principal/Area Supervisor

REVISION DATE: September 1, 2006

EMPLOYEE GROUP: 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. Head Caretaker supervises a staff comprised of caretakers, casual caretakers and students. Implements and follows guidelines within the Caretakers Manual/Plan Assist. The incumbent may be assigned to system-wide work where required.

QUALIFICATIONS:

Grade 12 education or equivalent required. Minimum of five (5) years of experience in related work and knowledge of commercial cleaning products, materials and applications as well as knowledge of cleaning procedures as they relate to public buildings is preferred. Good communication skills, ability to perform the duties of the position, a demonstrated ability to follow and provide oral and written instruction, and leadership skills are essential.

SPECIFIC DUTIES:

1. Communicates with Principal on a daily basis to ensure a safe, secure and clean environment is maintained in all buildings and outside grounds.
2. Supervises regular and casual caretaking staff and student employees. Provides recommendations regarding the hiring of permanent staff, training for new employees and ensures that all caretaking staff follow safety regulations. Assists in establishing/implementing work schedules and monitoring work behaviour/performance of all caretaking staff.
3. Fulfils caretaking responsibilities within a designated area. (See specific duties in Caretaker/Casual Caretaker Job Description).

4. In conjunction with the Principal, co-ordinates permits for community use of school, oversees the public use of the facility, assists with set up and proper and safe use of equipment and allocates overtime as required for supervision or cleaning.
5. Maintains inventory of caretaking supplies. Responsible for ordering and distributing supplies within the school.
6. Responsible for ensuring caretaking equipment is properly and safely utilized and maintained.
7. Conducts regular tours of facility, maintaining employee time records and inspecting work performed by caretaking personnel.
8. Transports or assembles equipment, furniture and supplies as required.
9. Prepares and maintains files on work orders, committee reports, vandal reports, equipment services, resource files, etc.
10. 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.
11. Other related duties as assigned.

WORKING CONDITIONS:

Incumbent works in school/office setting which is a generally agreeable atmosphere. Light to moderate with occasional heavy physical effort normally required including routine walking, dynamic standing to perform caretaking duties and regular pushing/pulling of equipment, regular 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. Frequent handling and gripping.

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