



CARETAKER

DAILY SUPERVISOR – HEAD CARETAKER PROGRAM SUPERVISOR – PLANT OPERATIONS COORDINATOR

The caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The caretaker must be physically able to complete all tasks required in the general maintenance of the school building and equipment.

Qualifications and experience for this position include:

High School Diploma
WHMIS certification
First Aid certification

Work Experience:

Experience as a custodian or in a related field or area.

Basic knowledge of:

Hand and power tools;
Ground maintenance equipment;
Cleaning equipment (including floor washers, buffers, etc.);
Plumbing and electrical systems;
Computer skills.

Interpersonal Skills:

Demonstrates ethical and confidential behaviour;
Demonstrates appropriate and independent use of time;
Maintains effective working relationships with staff, students and community members.

Duties and Responsibilities:

1. Sweep or vacuum classrooms, hallways, gym floor, entrances and special areas.
2. Damp mop floors as needed.
3. Scrub, strip, seal, shampoo and refinish floors as needed.
4. Wash lights, walls, windows.
5. Dust as necessary.
6. Clean washrooms including sinks, fixtures and toilets.
7. Clean sidewalks and entrances of snow, ice and other hazards.
8. Mow and water lawns.
9. Make minor repairs to the building, fixtures and furniture.
10. Dispose of school waste material.
11. Prepare special areas for community use.
12. Secure the building at the close of the day.
13. Prepare the school for daily and community use.
14. Report acts of vandalism and potential safety or fire hazards.
15. Perform security checks.
16. Clean whiteboards as required.
17. Complete online timesheet daily.
18. Communicate with school head caretaker and school caretaking staff.
19. Assist relief caretaker, when necessary, with understanding assigned duties.
20. Check email notifications daily.
21. Notify Head Caretaker of any issue that requires attention.
22. Perform other related duties as assigned by Head Caretaker.