



HEAD CARETAKER

DAILY SUPERVISOR – PRINCIPAL PROGRAM SUPERVISOR – PLANT OPERATIONS COORDINATOR

The Head Caretaker is responsible for providing and maintaining a safe and clean environment for the school and the community. The Head Caretaker is responsible for the supervision and training of caretakers reporting to her or him. The Head 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;
- 5th Class Power Engineer Certificate of Competency
- Occupational Health and Safety Training

Work Experience:

- 3 years' experience as a caretaker
- Experience in low pressure boiler systems
- Supervisory experience.

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.
- Supervisory skills

Duties and Responsibilities

1. Provide and maintain a safe and clean environment for the school and the community.
2. Open and prepare the school for daily and community use.
3. Train, supervise, evaluate and schedule caretakers and relief caretakers.
4. Provide a list of duties and expectations for all caretaking staff in the school.
5. Prepare service requests for supplies, equipment and maintenance; and do appropriate follow – up.
6. Order supplies and equipment through maintenance required to maintain facility.
7. Assist Fire Department with fire drills and provide follow-up with regard to Fire Inspection reports.
8. Sweep or vacuum classrooms, hallways, gym floor, entrances and special areas.
9. Damp mop floors as needed.
10. Clean washrooms including fixtures, sinks and toilets.
11. Wash lights, walls, windows.
12. Clean sidewalks and entrances of snow, ice and other hazards.
13. Mow and water lawns.
14. Daily grounds inspection and clean-up of school property.
15. Inspect heating units as required. Change filters, belts; grease motors.
16. Make minor repairs to the building fixtures and furniture.
17. Arrange for disposal of school waste material.
18. Ensure that special areas for community use are adequately prepared.
19. Ensure that the building is secured at the close of the day.



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20. Report acts of vandalism and potential safety or fire hazards.
21. Perform security checks.
22. Inform caretaking staff of all meetings, postings, and general information.
23. Initiate regular caretaker meetings.
24. Process Caretaker leave requests.
25. Complete online timesheets daily.
26. Maintain communication with school administrators regarding school functions.
27. Check email notifications daily.
28. Keep MSDS book up to date.
29. Complete hazard assessments as required by Division Safety Coordinator.
30. Daily check BMS (Building Management System).
31. Perform other related duties as assigned by Supervisors.