



## RELIEF 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. Clean washroom fixtures, sinks and toilets.
4. Scrub, strip, seal, shampoo and refinish floors as needed.
5. Wash lights, walls, windows.
6. Clean sidewalks and entrances of snow, ice and other hazards.
7. Mow and water lawns.
8. Check and service heating units as required.
9. Make minor repairs to the building, fixtures and furniture.
10. Dispose of school waste material.
11. Prepare special areas for community use.
12. Open school for weekend events.
13. Secure the building at the close of the day.
14. Prepare the school for daily and community use.
15. Report acts of vandalism and potential safety or fire hazards.
16. Perform security checks.
17. Clean whiteboards as required.
18. Dust as necessary.
19. Complete online entry of timesheet as required.
20. Check email notifications regularly.
21. Communicate with Head Caretaker or caretakers regarding understanding of assigned duties
22. Notify Head Caretaker of any issue that requires attention.
23. Perform other related duties as assigned by Head Caretaker.