



Position Description

Caretaker

Under the general supervision and work assignments of the Building Custodian, Caretakers perform a range of functions to ensure the school facilities are safe, clean, and presentable.

Qualifications

- Grade XII or equivalent.
- Ability to read and understand labels, instructions and safety messages or warnings.
- Physical ability to carry out all caretaking duties as outlined under Duties and Responsibilities.
- Logical approach to problem solving.
- Strong aptitude for multitasking.
- Strong organizational skills with an eye for detail.
- Good communication, interpersonal and customer service skills to be able to deal tactfully with students, staff, parents, and visitors.
- Ability to work flexible hours.
- Reliable, punctual, efficient, and diligent in the performance of all duties and responsibilities.
- Service oriented and a team player but able to work independently.

Duties and Responsibilities

- Perform cleaning duties with the use of hand and power tools, equipment and cleaning agents following standard daily and rotational cleaning schedules and verbal instruction.

- Use brooms, brushes, mops, vacuums, scrubbers, and related equipment to clean floors in all areas of the building.
- Clean and polish fixtures, lockers, walls, doors, windows, light fixtures, ledges, pipes, furniture, desks, tables, and chairs. Perform spot cleaning duties to remove spills, splashes, graffiti, and similar unsightly items.
- Keep water fountains, sinks, toilets, urinals, mirrors, fixtures, and stalls clean and replenish expendable supplies.
- Operate power and hand equipment to wash, scrub, polish, or apply floor finish, remove scuffmarks on non-carpeted floor surfaces, vacuum carpeted floors and upholstered furniture.
- Replace spent light bulbs.
- Empty garbage and trash containers to exterior storage bins. May collect debris from school grounds, fence lines and parking lots, cut grass and maintain flowerbeds and shrubs in season. Remove snow from entryways and sidewalks with shovels, blowers, or brooms.
- Move desks, chairs, tables, and furniture to clean floors or arrange layouts. Store or pull out bleachers; stack chairs and tables and transport them to storage areas, and remove and set up for events as required.
- Regularly lift, move, and carry equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
- Oversee facilities used for rentals during evenings and weekends to ensure compliance with rental rules and regulations. Secure areas not in use, tidy areas after use and secure buildings by locking doors, windows, and arming alarm systems.
- Cooperate with and assist students, school staff, the community and other people visiting the building, including maintenance staff, contractors, etc.
- Show good judgment in personal appearance and hygiene.
- Perform such other duties as may be required to meet organizational needs and objectives as assigned.