



Caretaker

Position Profile: Caretakers are hired to provide for a clean, functional and attractive environment in all facilities owned and operated by the Division.

The Division may employ caretakers as union or non-union staff or contract out custodial services to independent contractors as per the agreement with the C.U.P.E. Local.

Directly Reports To: Principal or Building Operator

In-Directly Reports: Caretaker Coordinator

Duties & Responsibilities

- A caretaker shall act under the direction of and shall be responsible to the principal. The caretaker shall ordinarily work in close association with the Caretaker Coordinator and shall accept reasonable direction and requests on a functional basis. Furthermore, the caretaker shall perform any responsible work assigned to them by the principal for the welfare of the school or the convenience of the staff. The duties of a caretaker shall be those usually associated with the general care, upkeep, and maintenance of the school plant, the school grounds and the school equipment.
- The entire school must be thoroughly clean and furniture dusted for opening school day of each term and kept in this condition each day school is in session during the year.
- Assist in the operation and checks of building mechanical systems.(i.e. heating/boiler systems).
- Washrooms and fixtures are to be kept in a good state of cleanliness and proper working order at all times.
- Grounds are to be free of debris at all times. All cultivated areas and decorative areas shall be kept neat and free of weeds. Decorative lawn shall be cut regularly.
- Playground inspections are to be done regularly.
- Promptly make all minor repairs that may be required in and around the school building that do not require special equipment or technical skill; similar in nature expected in the maintenance of a residence, which includes basic plumbing repairs, basic carpentry, and minor painting.
- Damage to furniture, fixtures or building are to be reported to the principal immediately.
- Assure that all fire extinguishers are in place and in proper working order.
- All conditions with regard to fire protection shall be reported to the principal.
- Steps and sidewalks are to be kept free of ice and snow.
- To be responsible to see that the school is unlocked for the arrival for students in the morning and see that the school is locked at night.

- Practice safe work habits at all times.
- Participate in scheduled in-services pertaining to the performance of facilities caretaking. Without restricting the generality of the general description above, the caretaker shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

Opening Duties

- Ensure school is opened and lights are turned on daily as arranged with the Principal.
- Open all access gates.
- Raise Canadian flag.
- Check furnaces/ air handling units to ensure they are operating.
- Vacuum all entrance rugs.

Daily Duties

- Disinfect all high touch areas regularly and thoroughly as schedule permits. (doorways, light switches, door knobs, phones, computers, fountains/coolers, etc.).
- Disinfect tables and furniture in elementary rooms and other pertinent locations such as eating areas.
- Clean and disinfect washroom toilets, urinals, stalls, sinks, fountains, mirrors, counters, dispensers, and floors.
- Dry mop all rooms, hallways, gymnasium and stage areas.
- Wet mop any/all spills.
- Damp mop/ vacuum entrances and entrance matting.
- Vacuum all carpets/rugs.
- Empty all garbage cans and replace bags in all rooms and haul to the garbage bin.
- Wipe/wash down all boot racks.
- Clean common areas which includes washing all tables and dry or wet mopping floors.
- Wipe off all stains/ mud etc. on walls as required.
- Wash and polish interior windows, entrance door glass and side light glass panels
- Check and refill all paper towel, toilet paper and soap dispensers regularly.

Closing Duties

- Lower and remove Canadian Flag.
- Ensure school is locked (inside and out) and all windows are closed.
- Ensure all lights are turned off as arranged with the Principal.
- Shut off fans.
- Turn on all exterior lighting.

Weekly Duties (in addition to daily duties)

- Thoroughly disinfect washroom/change room stalls, walls and showers.
- Wash all desks, tables, ledges, etc. as arranged with staff in all classrooms and offices.
- Wash down whiteboards, clean blackboards, ledges and brushes.
- Complete thorough sweeping/ mopping of facility.
- Wash hallways and other high traffic areas with floor scrubber every 2-3 days or as required.

- Wash down microwaves, water coolers, counters, etc.
- Wash gymnasium floor.
- Vacuum and tidy stage areas, equipment rooms, etc.
- Clean sinks in labs, art rooms, etc.
- Wipe down teacher desks if they are cleaned off.
- Sweep and wash down floors and counters in canteen areas (if applicable).
- Submit maintenance requests to Principal to be added onto FAME.

Monthly Duties (in addition to weekly duties)

- Thorough washing of hallway walls, doorways, entrances and any soiled areas.
- Damp mop, polish and buff/burnish all floors.
- Dust trophy cases and clean glass.
- Vacuum / wipe down teacher, student and staff room chairs.
- Clean all electronic equipment – DVD players, TV's, computers, etc.
- Wash fronts and tops of lockers.
- Wash down windows and window coverings.
- Thoroughly clean and organize caretaker rooms, supply areas and furnace/boiler rooms.
- Order supplies (every three months or as directed by facilities management).
- Replace burnt out light bulbs as required.
- Do minor maintenance repairs.

Exterior Duties

- Maintain the outside perimeter of the school (grass cutting, weeds, debris, etc).
- Ensure entrances and sidewalks are cleared to the surface of debris/snow/ice.
- Inspect or assist in inspection of playground equipment and surfaces.
- Pick up debris, garbage, and broken glass from paved and cemented areas.

Duties during weekly school breaks

- Scrub and refinish all floors using procedures recommended by facilities dept.
- Thorough cleaning of all ceiling diffusers and light fixtures.
- Thorough cleaning and disinfecting of washrooms and change rooms.
- Shampoo/steam clean rugs as required.
- Clean under and behind fridges, stoves, vending machines, etc.

Duties during summer holidays

- Thorough wash down of entire school including lockers, cupboards, desks, furniture, etc.
- Touch up painting on shelving, cupboards, under chalk boards as required.
- Clean and wash out the inside of students desks.
- Scrub and refinish all floors using procedures recommended by facilities dept.
- Light cleaning as needed the week before school.
- Thorough cleaning and organizing of furnace, caretaker and storage rooms.

Education & Qualifications

- Minimum Grade 10 or equivalent
- Direct experience in the caretaking field would be considered an asset.
- Level I Occupational Health & Safety

- Workplace Hazardous Materials Information System Certification
 - A valid driver's license
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Competencies, Skills and Abilities

- **Quality & Organization of Work**

Demonstrated ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes

- **Physical Requirements**

Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning and climbing. Ability to do medium load work which includes:

- Exerting up to 50 lbs of force occasionally lifting and/or carrying
- Exerting up to 20 lbs of force frequently.
- Exerting up to 10 lbs of force constantly to move objects.

Employees will be expected to work in a variety of climates and conditions which may include (but not limited to) dust, vapors, fumes, or slippery floors.

Employees will be expected to work independently.

- **Adaptability & Flexibility**

A Caretaker must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.

- **Communication**

A Caretaker must have good interpersonal and communication skills and be able to communicate professionally with school administration, staff, and contractors.

- **Job Knowledge**

- Demonstrated knowledge of cleaning procedures, cleaning processes, products and equipment.
- Knowledge of computers and applicable software.
- Be knowledgeable and supportive of applicable Board and Division policies and procedures.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.

- **Cooperation & Teamwork**

A caretaker must work collaboratively with other caretaking staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision. Employees work collegially with school staff, school administrators and other division staff.

- **Attitude**

A caretaker must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Caretaker discuss in public information pertaining to employees, students or the operation of the division. A Caretaker is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 110, 175, Education Act

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