

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE: Caretaker Certified**

**REPORTS TO:       Directly:       Operations Manager**  
**Indirectly:     Principal or Designate**

### **Purpose:**

The Caretaker Certified assists in the cleaning and minor maintenance of the assigned facility to ensure its clean and safe operation.

### **Required Education, Knowledge, Qualifications and Experience:**

- Minimum Grade 12 or equivalent
- Valid Fireman's Certificate
- Valid Driver's license
- Direct experience in the caretaking field would be considered an asset
- Demonstrated understanding of cleaning procedures, cleaning processes, products and equipment
- Basic knowledge of HVAC systems
- Knowledge of computers and applicable software similar to those utilized by the school division
- Knowledge of the Workplace Hazardous Materials Information System

### **Required Skills and Abilities:**

- Ability to work with minimal supervision.
- Ability to work as a team member and at times lead specific day to day projects
- Ability to prioritize multiple demands and effectively manage time.
- Ability to execute written and oral instructions for the safe, competent use of caretaking supplies and operation of equipment
- Ability to execute the school caretaking procedures as outlined in the caretaking manual.
- Work in varied climates and conditions which may include but is not limited to: dust, vapors, fumes or slippery floors
- 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 must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to perform minor maintenance functions.
- Display a positive attitude

### **Supervision of Staff:**

This position does not involve the supervision of staff.

## **Duties and Responsibilities:**

Without restricting the generality of the general description above, the Caretaker Certified shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

### *Cleaning*

- Clean and disinfect washrooms and washroom fixtures daily or more often if required.
- Sweep and dry mop floors daily or more often if required.
- Empty wastebaskets, dispose of garbage daily and replace liners.
- Wash floors, walls, ceilings, windows, doors, and desks, inside and outside as required.
- Clean whiteboards / tack boards / chalkboards and ledges.
- Vacuum carpets on a regular basis; shampoo as scheduled or required.
- Change light bulbs as required.
- Dust and polish all furniture, window sills and other areas as required
- Clean ceiling diffusers and light fixtures.
- Scrub, strip, and wax floors when required to keep floors clean and in good condition at all times.
- Clean lockers.
- Ensure that there is an adequate supply of soap, towels and toilet tissue in their respective receptacles at all times and an adequate stock on hand.
- Before leaving the building at the close of the day:
  - check all doors required to be locked and windows to ensure they are locked.
  - turn off all lights as directed for safety & protection of buildings & equipment.
  - adjust heating system for the night.

### *Maintenance*

- Perform minor maintenance and repair duties; similar in nature expected in the maintenance of a residence, which includes: filter changes, lubrication of equipment, plumbing repairs, basic carpentry and minor painting.
- Perform minor grounds maintenance such as: litter pickup, grass cutting, tree trimming, grounds watering, snow & ice removal including all sidewalks & entrances.
- Inspect or assist in the weekly inspection of playground equipment and surfaces.
- Be cognizant of the need to be proactive in energy management (i.e. turning off lights, HVAC systems when not required).
- Maintain maintenance records as required.
  
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Administrative Procedures.
- Practice safe work habits at all times.
- Participate in all scheduled in-services as required.

## **Judgment, Independence and Client/Peer Contact:**

### **Confidentiality:**

At no time should a Caretaker Certified discuss, in public, information pertaining to a student or staff. The Caretaker Certified is expected to respect the nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the

administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

**Independence:**

The Caretaker Certified is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

**Client/Peer Contact**

This employee works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

**Salary Grid: Caretaker Certified**

The salary grid for the Caretaker Certified is tied to the following grids:

- CUPE Local 4875**
- Non-Unionized Administrative Guidelines**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2011
<b>Reviewed:</b>	