

# 1362545

**C.U.P.E. STAFF JOB DESCRIPTIONS**

**POSITION TITLE:**           **CARETAKER**

**REPORTS TO:**               School Principal  
                                  Manager, Maintenance and Safety

**INDIRECTLY SUPERVISES:**   Cleaner  
  Assistant Cleaner

**JOB SUMMARY:**           Is responsible for the uninterrupted and comfortable operation of the school building, ensuring that standards of cleanliness, sanitation, safety and security are met. Also responsible for carrying out administrative tasks required to maintain and operate the plant to the required standards. Responsible for preventing needless waste or careless use of supplies, equipment or other utilities. Acts as leader of the cleaning program during school breaks.

**DUTIES AND RESPONSIBILITIES:**

- puts flags up and down at the beginning and end of each school day;
- is responsible for maintaining the proper instructional environment, including temperature, ventilation and building safety;
- co-operates with staff and students to harmoniously achieve the purposes of the school;
- keeps sidewalks, steps, entrances, and fire escapes clear of ice, snow, and debris;
- tours school building and property daily, and as necessary, with the Principal to note work needing to be done and to check work previously assigned;

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- ensures the safety of building and grounds by checking and making necessary repairs or arrangements for repairs. Reports and repairs all unsafe equipment and recommends to the Principal that unsafe equipment temporarily not be used;
- is responsible for removal of hazardous and dangerous conditions which could result in accidents, fire, or other losses to the Division;
- responds to requests from staff to do minor tasks without reference to written orders from the Principal;
- makes minor repairs to facility, equipment and furniture in the school;
- checks and maintains mechanical equipment in the school making use of computerized HVAC control, where available, and logs HVAC maintenance information; checks belts and bearings and lubricates all equipment; checks and cleans air filters and vents and keeps records of same;
- is responsible for ensuring ongoing preventative maintenance program including inspections and record keeping;
- maintains lockers in workable condition;
- paints interior or exterior surfaces where necessary to maintain a fresh appearance and to cover vandalism as it occurs;
- replaces burnt out interior or exterior light bulbs as soon as possible, ensuring that emergency exit or bulbs in rooms without windows are replaced immediately;
- removes broken glass and replaces glass panels as required. If glass is not available ensures that a supply of plywood is on hand to cover doors and windows;
- is responsible to the manager for all tools, supplies, custodial and grounds equipment in the building. Keeps cleaning materials, soap, towels, toilet tissue, napkins, etc. in good supply and requisitions same as necessary within the approved budget;

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- receives and maintains accurate inventory of all supplies and equipment on official forms provided;
- advises Central Office on a timely basis of the need for repair and maintenance action required for plant equipment. Keeps the Director, Facilities and Operations advised of incidents requiring action, and follow-up with the Maintenance Dept. when such problems have or have not been satisfactorily completed;
- maintains job list, work order requests, preventative maintenance logs and other records as required;
- clears plugged drains, sinks, and toilets;
- inspects and clears debris from roofs and roof drains;
- accepts deliveries to the school;
- is in charge of set up for special events and permits (i.e. tables, chairs, stage, risers, etc.)
- moves equipment and furniture within the building as required and assists cleaning staff with movement of items;
- ensures that cleaning equipment is maintained in usable condition and requisitions new equipment as necessary. Inspects, cleans, and repairs all equipment regularly in custodial and maintenance operations following periods of heavy use as well as prior to major clean up periods;
- maintains a record of equipment repairs and ensures that a supply of spare parts is maintained so that shortages do not occur resulting in excessive down time;
- assigns tasks, coordinates workloads and checks on areas cleaned by night staff and assists them with their tasks;
- works with cleaner and assistant cleaner to complete major school cleanups over various school breaks;

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- performs cleaning duties in the entire school as required and keeps all rooms in the school in a safe and sanitary condition as directed;
- cleans all interior glass daily; cleans and removes marks from all glass including windows, doors, and mirrors. Cleans exterior windows seasonally or as required and after vandalism;
- replaces hand towels and replenishes sanitary napkins, paper and soap in dispensers;
- is responsible for the immediate and daily removal of all graffiti from all surfaces, including walls, lockers, desks and furnishings;
- maintains auditorium and gymnasium floors;
- ensures that classrooms, hallways, stairs, furniture, fixtures, lavatories, offices and auxiliary rooms are clean and safe;
- washes, cleans, sweeps, mops, buffs, polishes, burnishes, scrubs, strips, seals, and waxes all floors and stairs throughout the building as required;
- cleans, removes stains, shampoos carpet as soon as possible upon spillage;
- daily cleans and disinfects all toilets, urinals, water fountains, sinks, shower areas, washrooms, food preparation areas and staff rooms with germicidal cleaner in the absence of the cleaner;
- performs all duties in a safe manner according to the Division's Job Hazard Analysis requirements;
- wears safety equipment appropriate to assigned tasks;
- removes all garbage to the exterior waste container as required;
- tests emergency lighting systems;
- checks fire alarms and intrusion alarms daily;
- submits monthly building reports and roofing reports as required;

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- notifies police and Manager, Maintenance and Safety immediately in case of break-in or vandalism;
- monitors parking on school property and reports unauthorized parking to the Principal;
- monitors the work of maintenance personnel and contractors;
- assists maintenance personnel wherever necessary or where common sense requires;
- records water, hydro, and gas readings everyday;
- keeps records of energy and water usage on computer and controls wastage of utilities and supplies in the school;
- checks fire extinguishers and hoses to ensure that they are in usable condition;
- conducts boiler safety and chemical tests;
- caters to the public and responds to requests from individuals and groups using school facilities;
- is responsible for supervision of permit holders using the facilities during the shift. As School Division representative must be well groomed, use tact, diplomacy, and good communication skills when coming into contact with permit holders;
- is responsible for preventing intruders from entering the building during the shift. Contacts the Principal when problems arise;
- checks, closes and locks all doors and windows including those doors equipped with door closers, as well as doors to boiler, fan, and storage areas;
- ensures that all exterior doors are locked as per individual school policy;
- turns off all unnecessary lighting during, and at the end of the shift;

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- activates the alarm system to open or secure the building ;
- keeps grounds clean and cared for – flower beds, trees, shrubs, grass, walkways, fencing, parking facilities, playgrounds and equipment. Cuts lawn; trims trees and shrubs; does ground maintenance, picks up debris on grounds;
- maintains snow clearing log daily;
- conducts a daily safety inspection of exterior of building, grounds and playground equipment and conducts a thorough playground inspection weekly;
- fills out log book each shift indicating work completed;
- operates a two way radio; and,
- performs other duties as assigned.

**QUALIFICATIONS:**

- high school diploma plus a 5<sup>th</sup> Class Power Engineer Certificate is required to carry out the HVAC requirement for the job. (St. James Collegiate requires a 4<sup>th</sup> Class Power Engineer Certificate);
- 1–3 years experience in plant operation, building and grounds maintenance is required to carry out the mechanical functions of the position;
- 1-2 years current skill and knowledge of commercial cleaning techniques is required;
- ability to understand and follow written and oral instructions;
- ability to keep minor records and requisition supplies;
- ability to respond effectively to the public and school staff;
- good communication skills are required;

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- basic math skills are required to determine readings, maintain inventories and requisition supplies within allocated budget; basic computer skills are required to enter, edit, retrieve, and save data using a computer for energy readings or HVAC computer system;
- experience in orienting new cleaning staff, coordinating workloads and checking on work completed by cleaning staff would be an asset;
- must maintain a neat and tidy appearance and have good grooming skills;
- physically able to perform the duties assigned;
- able to lift objects weighing up to 45 kgs.;
- able to operate cleaning and maintenance equipment – polisher, burnisher, auto-scrubber, waxer, carpet cleaning equipment, window washing equipment, portable ventilation fans, custodial hand tools including mops, brooms etc, pressure washer, lawn mower, rotor-tiller, weed trimmer, snow blower etc.;
- able to work safely in an environment which exposes the worker to noise, dust, dirt, fumes, hazardous/poisonous chemicals, wet or slippery floors, climbing ladders and exposure to sharp objects.

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