

HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

POSITION TITLE: **CARETAKER**

Reports to: Supervisor of Facilities and Transportation and
Principal

General Description:

The Caretaker shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality, service, community and stewardship along with confidentiality in the workplace.

Required Education, Knowledge, Qualifications and Experience:

Any new caretaker is expected to possess a Fireman's Certificate or obtain one in the first year of employment. A Caretaker is required to have knowledge of Occupational Health and Safety and WHMIS.

Duties and Responsibilities

The Caretaker, under the direction and supervision of the Supervisor of Facilities and Transportation and school principal, shares the responsibility to foster Catholic Christian gospel values of hospitality. His/Her responsibilities to the Supervisor of Facilities and Transportation shall be global in nature and encompass cleaning, repair and maintenance of the school and maintenance of the school grounds. His/Her responsibilities to the principal shall be for the day to day performance of his/her duties.

The person is expected to maintain good working relations with the staff. The Caretaker is a member of a "team" to ensure preventative maintenance, safety and the proper operation of equipment, the heating plant and mechanical systems. The caretaker is expected to undertake minor repairs within the plumbing, carpentry and painting fields.

Within this general context and without in any way restricting the generality of the foregoing, the Caretaker shall:

1. Inspect emergency control panels, pull station and exit lights daily.
2. Ensure that all areas of the school are swept or dry mopped once a day and some areas more often if necessary.
3. Ensure that mirrors, entrance glass and panels in doors are cleaned daily.
4. **CLEAN AND DISINFECT WASHROOM AND SHOWER ROOM FACILITIES DAILY.**
5. Inspect all exits on a daily basis to ensure that in the event of a fire they can be opened readily.
6. Check windows and doors to ensure they are locked before leaving at night.
7. Inspect all exterior and interior lights daily, replace if necessary.
8. Wet mop areas of the school when required.
9. Scrub and wax the floors of the school. For this purpose a rotating schedule

- should be set up whereby the entire school does not need to be done at one time.
10. Vacuum all carpeted areas as needed.
 11. Ensure that such items as desks, tables, radiators, window ledges, chalk ledges, locker tops, and bannisters are dusted as needed.
 12. Wash walls, doorways, doors, and desk tops as required.
 13. Make minor day to day repairs to furniture and equipment.
 14. Do minor day to day maintenance repairs to the building (if time allows. If not, a contractor could be called in).
 15. Inspect heating and ventilation plants. Contact Supervisor of Facilities and Transportation when contractor is needed.
 16. Maintain the lawn in good condition.
 17. Inspect all watering systems at the beginning of the growing season.
 18. Keep the school grounds free of trash.
 19. Keep the storage areas neat and tidy.
 20. Inspect playgrounds for weeds and grass cutting. Contact Supervisor of Facilities and Transportation when contractor is needed.
 21. Inspect all school ground fencing.
 22. Inspect playground equipment once a month.
 23. Dust items such as light fixtures and top of door and window jambs as often as necessary but at least twice a year.
 24. Clean windows thoroughly once per year.
 25. Inspect the roof before each season ensuring to check all drains for blockage and around stacks for cracks in the roofing membrane.
 26. Keep all walks leading from the street to the school free of snow and ice during the winter and free from sand and gravel during the summer.
 27. Remember the school is your building. Be proud of it.

In addition to the responsibilities assigned under caretaker, "Head Caretaker" must also:

1. In consultation with the principal, assign the tasks and schedules to the caretaking and cleaning staff and supervise said staff.
2. Ensure the overall efficient operation of the physical plant.
3. Possess a valid Fireman's Certificate and have working experience with low pressure boilers.
4. Co-ordinate and work with contractors.