

HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

POSITION TITLE: CATHOLIC EDUCATION CENTRE CARETAKER

Reports to: Supervisor of Facilities and Transportation

General Description:

The CEC 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:

The 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 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 Catholic Education Centre and maintenance of the grounds.

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 system. 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. Walking around building picking up any debris and checking for exterior damage
2. Dry mop and wash all hard area surfaces and vacuum all carpeted areas and mats
3. Wet mop and disinfect all bathroom floors and stalls
4. Wash and disinfect all sinks and toilets
5. Wash and disinfect the top of all student desks
6. Wash and disinfect staff room and washroom garbage cans
7. Wash and disinfect staff room tables
8. Wash all entrances
9. Ensure all hand towel, toilet paper, and hand soap dispensers are full
10. Dust all office desks and tables (top and bottom)
11. Empty all garbage cans and pencil sharpeners
12. Close and lock all windows, doors and the roll down shutters before leaving
13. Clean all mirrors
14. Wash and put away all dishes and utensils
15. Move materials and supplies as required

Weekly Duties

1. Dust all exposed shelves, door and window frames, filing cabinets, copiers, etc.
2. Dust baseboards and heat registers
3. Vacuum all chairs and sofa in staff room
4. Wipe clean all chair basis
5. Wash all door glass (interior and exterior)

Monthly Duties

1. Dust light fixtures, upper window ledges, entrances above doors, horns, exit lights and door closures

Twice Yearly Duties

1. Wash all windows
2. Defrost and wash fridge

As Required Duties

1. Cut lawn, fertilize and weed lawn
2. Spot wash walls and doors
3. Scrub, strip and wax floors
4. Replace light bulbs
5. Make minor day-to-day repairs
6. Keep parking lot, sidewalks and steps clear of snow and ice during winter and sand and gravel during the summer
7. Maintain furnace and storage rooms in a clean and orderly fashion
8. Water plants