

DUTIES AND RESPONSIBILITIES SECTION

PROCEDURE: DR-04
DESCRIPTION: Head Caretaker
Job Description
REPORTS TO: School Principal or Designate
REVIEWED/REVISED: January, 1995

STANDARD

Head Caretakers will perform the job duties outlined in the attached Job Description to the best of their ability.

FUNCTION

Head Caretakers will be responsible for maintaining the caretaking program in their assigned school.

PROCEDURE

See attached pages for complete Job Description.

HEAD CARETAKER JOB DESCRIPTION

QUALIFICATIONS

A Head Caretaker must have a current Building Operator B certificate.

GENERAL OVERVIEW

Besides the list of Duties and Responsibilities it is expected that the Head Caretaker demonstrate a thorough working knowledge of cleaning related functions. The Head Caretaker must be able to complete all working functions to a high degree of satisfaction. It is understood that the Head Caretaker is to take an active role in the cleaning of the facility.

The Head Caretaker will entertain every possible opportunity to consult with and inform caretaking staff on areas of overall operation in the school. These areas are as follows:

- a) formation of daily work schedules
- b) ordering of caretaking supplies
- c) clear explanations of mechanical equipment concerning operating instructions , location , etc.
- d) that all areas concerning the safety of occupants or personnel are clearly understood (ie: boiler systems, main shutoffs of utilities and mechanical equipment, electrical distribution panels and areas they service, fire alarm systems, fire extinguishers) and whenever possible provide assistance to employees undertaking examination for a Building Operator B Certificate
- e) providing all staff with equal opportunities to perform duties and tasks that will enhance their ability as caretakers and prepare them for advancement

The Head Caretaker is responsible to set up school operations in accordance with procedures outlined in the Lethbridge School District No. 51 Caretaker Manual. The Head Caretaker will consult with the Coordinator of Caretaking on items of a caretaking nature as required to ensure high standards are maintained in their schools.

The Head Caretaker Will make every effort to promote good staff morale among staff members and develop a pride of work and accomplishment in all caretakers.

The Head Caretaker is responsible for ensuring all work is distributed as fairly as possible among all caretaking employees (ie: overtime, area cleaning requirements)

The Head Caretaker will receive a written evaluation every three years in accordance with Board Policy. This evaluation is completed by the Principal and the Coordinator of caretaking.

The Head Caretaker must work a rotating shift as outlined in G1-07.

Nothing contained in this job description shall prevent the assignment of additional tasks on a short-term basis.

DUTIES AND RESPONSIBILITIES

1. Communicates with the Principal or designate on daily needs to ensure efficient operation of school and grounds.
2. Supervises, trains, directs, and evaluates caretaking staff assigned to the school.
3. Completes a documented inspection of all mechanical areas in the school on a daily basis.
4. Completes all required documentation of physical plant information.
5. Communicates with the coordinator of Caretaking to ensure high standards of cleanliness are met and maintained.
6. Completes required preventative maintenance procedures on mechanical equipment.

7. Provides for space and furniture needs of community and school functions as authorized by Principal or designate.
8. Provides a work log of repair (minor maintenance) items required for the building.
9. Displays a good working knowledge of all chemicals and procedures used by Caretakers to complete daily duties.
10. This list of duties is not to be considered all inclusive and nothing shall prevent the assignment of additional tasks of a caretaking nature.

DETAILS OF DUTIES

1. Communicates with Principal or designate on daily needs to ensure efficient operation of school and grounds:
 - 1.1 Opens and closes facility as required to ensure all users have access
 - 1.2 Calls in all emergency repair items to Maintenance for immediate attention
 - 1.3 Responds to security call outs as required
 - 1.4 Works with all staff communicating concerns through the right channels so results are seen
 - 1.5 Reports on the merits or concerns of caretaking staff performance when required to do so
 - 1.6 completes minor requests by all staff to ensure the facility runs smoothly
 - 1.7 Responsible for the movement of furniture throughout the school

2. supervises, trains, directs and evaluates caretaking staff assigned to the school:
 - 2.1 Establishes work schedules with staff for daily routine cleaning duties
 - 2.2 Ensures cleaning duties are completed by performing routine inspections of work area and giving feedback to caretaking staff
 - 2.3 Instructs, trains, and directs all caretaking staff in order that the best results are obtained from their work habits
 - 2.4 Ensures accuracy of all caretaking staff time sheets before submission to payroll.
 - 2.5 Attempts to ensure that overtime resulting from after hours use is divided equitably among interested caretaking staff.
 - 2.6 Promotes staff morale among caretakers to develop pride in work and accomplishment
 - 2.7 Evaluates all caretaking staff in conjunction with the principal or designate.
3. Completes documented inspections of all mechanical areas in the school on a daily basis.
4. Completes all required documentation of physical plant information:
 - 4.1 Ensures all procedures completed are logged into a preventative maintenance manual
 - 4.2 Ensures all mechanical rooms have a daily log sheet
 - 4.3 Ensures all emergency shutoffs and locations of electrical panels are logged on a school site map
 - 4.4 Ensures all caretakers have a written set of procedures and expectations for their daily assigned cleaning duties.

5. Communicates with the Coordinator of Caretaking to ensure high standards of cleanliness are met and maintained:
 - 5.1 Communicates day to day supply requirements for school needs
 - 5.2 Fills in the annual supply list of caretaking items required by the school
 - 5.3 Communicates any concerns caretaking staff have about cleaning products or procedures
 - 5.4 Provides a plan for extra cleaning projects that will require specialized supplies or equipment
 - 5.5 Follows up on recommendations made in school cleanliness assessment reports
 - 5.6 Ensures all equipment used by caretakers is maintained to avoid any down time
6. Completes preventative maintenance procedures on mechanical equipment:
 - 6.1 Schedules all procedures as required on a daily, weekly, monthly, semi annual, or annual basis
 - 6.2 Inservices staff on proper procedures
7. Provides for space and furniture needs of community and school functions as authorized by Principal or designate..
 - 7.1 Communicates with Community Services Department regarding space required by the Joint Use rentals.
8. Provides a work log of repair (minor maintenance) items required for the building:
9. Displays a good working knowledge of all chemicals and procedures used by caretakers to complete required duties:
 - 9.1 Provides all staff with the required training in the safe use of all products and equipment used by caretakers