



LETHBRIDGE SCHOOL DISTRICT No. 51

CARETAKERS' HANDBOOK

DUTIES & RESPONSIBILITIES

Procedure: DR-02

JOB DESCRIPTION *CARETAKER*

Created: January, 1995

Revised: October, 2017

STANDARD:

Caretakers will perform the job duties outlined in the attached job description to the best of their ability.

FUNCTION:

The Caretaker, under the direction of the Head Caretaker, is responsible for completing cleaning duties in their assigned school.

PROCEDURE:

See following pages for complete job description.



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QUALIFICATIONS:

A Caretaker is allowed to train for a 5th Class Power Engineering Certificate (Building Operator B Certificate) in this position. According to the Collective Agreement (Art. 11.1.e) a Caretaker may be required to produce a Certificate after completing the probationary period.

GENERAL OVERVIEW:

A Caretaker is expected to perform all duties and responsibilities to a high standard. The Caretaker must have a thorough working knowledge of all cleaning functions performed by a Caretakers.

Under the direction of the Head Caretaker or designate, the Caretaker can make minor adjustments to the building, equipment and furniture. Good judgement must be used in this area and repairs other than those that can be handled easily should be referred to the Coordinator of Facility Services through the proper channels.

The Caretaker may be required to work a rotating shift as outlined in GI-07.

The Caretaker is expected to be knowledgeable in the safe use of all equipment required to complete job duties and responsibilities.

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

DUTIES AND RESPONSIBILITIES:

1. The Caretaker is responsible to the Head Caretaker or designate on a daily basis.
2. The Caretaker is responsible for completing daily duties as assigned.
3. The Caretaker is responsible for completing frequency tasks as required according to approved schedules.
4. The Caretaker is responsible for completing preventative maintenance tasks under the direction of the Head Caretaker.



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5. The Caretaker is responsible for securing the building at the end of the workday. A physical check of the exterior is to be completed with 2 people between the hours of 6:00-6:30 pm or at a time when it is safe to do so and the interior of the facility is required one hour before the end of the workday.
6. The Caretaker is responsible for preparing space for the school and for community use as required under the direction of the Head Caretaker.
7. The Caretaker is responsible for the movement of furniture throughout the facility as required.
8. The Caretaker is responsible for all tasks requiring the safe use of a ladder, hydraulic life or scaffolds.
9. 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. The Caretaker is responsible to the Head Caretaker or designate on a daily basis.
2. The Caretaker is responsible for completing daily duties as assigned. These daily duties are as follows:
 - 2.1 Sweeping and spot washing of all resilient, hardwood and stone floors.
 - 2.2 Washing of desks, high and low dusting, emptying of garbage and pencil sharpeners, cleaning of all glass, disinfecting of door handles, and spot washing of wall as per daily schedule.
 - 2.3 Daily cleaning of washrooms
 - 2.4 Required damp mopping of classrooms, hallways, washrooms, change rooms and cafeterias.
 - 2.5 Vacuuming of all carpeted areas including entrance mats and school purchased area rugs as per daily schedule.
 - 2.6 Disposing of all school waste from rooms and removing it from the school to the garbage and recycle bins.
 - 2.7 Scrubbing of floors as per school schedules.
 - 2.8 Replacing of linen towels in all areas of the school.
 - 2.9 Changing of fluorescent tubes and all bulbs that can be reached with an eight-foot stepladder.



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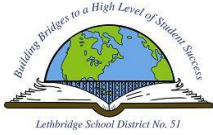
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3. The Caretaker is responsible for completing frequency tasks as required according to approved schedules. The tasks are as follows:
 - 3.1 Scrubbing or stripping and eventual re-coating of all resilient, hardwood and stone floors.
 - 3.2 Hot water extraction of all carpets and entrance mats.
 - 3.3 Washing of all washroom and change rooms.
 - 3.4 Washing of light fixture covers.
 - 3.5 The annual cleaning of all classrooms, student desks and lockers.
4. The Caretaker is responsible for completing Preventative Maintenance tasks under the direction of the Head Caretaker. The tasks are as follows:
 - 4.1 Checking and changing of all filter media in heating and ventilation units.
 - 4.2 Checking and oiling of all electric motors in heating and ventilation units, pumps and exhaust fans.
 - 4.3 Checking and changing of all drive belts on all equipment.
 - 4.4 Replacing of summit filters on glycol systems.
 - 4.5 Checking of pressure relief valves on hot water tanks.
 - 4.6 Checking and operation of emergency generators.
 - 4.7 If certified, the changing of ballasts and socket ends as required.
5. The Caretaker is responsible for preparing space for the school and for community use as required under the direction of the Head Caretaker or the Assistant.
 - 5.1 Ensures rental data is collected from all groups.
 - 5.2 Setting up for Joint Use functions as required.
6. The Caretaker is responsible for completing the following tasks outside of the school:
 - 6.1 Daily patrols of school grounds to pick up accumulated garbage.
 - 6.2 Sweeping and snow removal on sidewalks and walkways. Snow must be removed by the evening shift on main sidewalks before evening rentals for safety reasons.
 - 6.3 Watering of grass in front and side yards when required.
 - 6.4 Sweeping of all paved play areas and parking lots when required.
 - 6.5 Visual safety checks of playground equipment.



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7. The Caretaker is responsible for the movement of furniture throughout the facility as required.
 - 7.1 Setting up for school assemblies, professional development day activities and parent/teacher interviews.
 - 7.2 Transfers classrooms and desks, furniture and equipment, at the request of the Principal or designate.

8. The Caretaker is responsible for all tasks requiring the use of a ladder, hydraulic lift or scaffolds.
 - 8.1 Changing of all lamps in gymnasium and high ceiling areas where ladders cannot be used safely.
 - 8.2 High dusting of rafters in shops and gymnasiums.

9. This list of duties is not to be considered all inclusive and nothing shall prevent the assignment of additional tasks of a caretaking nature.