



## **Job Title: Caretaker**

## **Department: Facility Services**

As a Caretaker, be responsible for completing cleaning duties and responsibilities to a high standard. The Caretaker is responsible to the Head Caretaker or designate on a daily basis. Under the direction of the Head Caretaker or designate, the Caretaker can make minor adjustments to the building, equipment and furniture. The Caretaker is expected to be knowledgeable in the safe use of all equipment required to complete job duties and responsibilities. The Caretaker must be able to communicate and interact positively with students, co-workers, and school administration to ensure all needs are addressed at the school site. The work may require strenuous physical effort in completion of duties.

### **1. Position Requirements**

- A High School Diploma

### **2. Relevant Education, Training & Experience**

- ABSA 5th Class Power Engineer above or equivalent (preferred)
- Experience sufficient to permit effective communications and related technical knowledge
- First Aid Certificate
- WHMIS Certificate
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Strong mechanical aptitude

### **3. Fitness and Abilities**

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods
- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance
- Able to climb and work from 5 metre ladders
- Able to work in a highly active physical environment
- Able to work with a variety of chemicals
- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

### **4. Key Responsibilities**

- Responsible for providing a welcoming, safe, and caring environment
- Responsible for reporting hazards, safety concerns or issues to administration, the Caretaking Coordinator and/or Director of Facilities
- Disposing of all school waste from rooms and removing it from the school to the garbage and recycle bins
- Daily cleaning of washrooms

- Replacing of linen towels in all areas of the school
- Sweeping, damp mopping, spot washing, scrubbing and buffing of floors
- Vacuuming of all carpeted areas including entrance mats and school purchased area rugs as per daily schedule
- 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
- Dry and damp dusting of shelves, countertops, windowsills, picture frames, venetian blinds, etc
- High dusting of rafters in shops and gymnasiums with the use of a ladder, hydraulic lift or scaffold
- Changing of all lamps in gymnasium and high ceiling areas with the use of a ladder, hydraulic lift or scaffold
- Changing of fluorescent tubes and all bulbs that can be reached with an eight-foot stepladder
- Setting up and movement of furniture for school assemblies, professional development day activities and parent/teacher interviews
- Transfer classrooms and desks, furniture and equipment, at the request of the principal or designate
- Prepare space for community use and Joint Use functions under the direction of the Head Caretaker
- Ensure rental data is collected from all users
- Operate fire alarm panel
- Arm and disarm security panel
- Secure the building at the end of the workday, complete physical check of the exterior and interior of the facility
- Visual safety checks of playground equipment
- Snow removal and the operation of snow removal equipment
- Ensure snow removal in accordance with the City of Lethbridge Joint Use Snow Map
- Assume role of Head Caretaker in their absence, if assigned
- Available to work days at short notice
- Complete rotation shifts as required
- Availability to accommodate shift alterations if there are bookings under the Joint use Agreement
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Perform other related duties as assigned by the Principal, Caretaking Coordinator, Coordinator of Operations & Maintenance as well as the Director of Facilities
- Frequent tasks include but are not limited to:
  - Scrubbing or stripping and eventual re-coating of all resilient, hardwood and stone floors
  - Hot water extraction of all carpets and entrance mats
  - Washing of all washroom and change rooms
  - Washing of light fixture covers
  - Washing of walls in all areas of the school
  - Cleaning of blackboard/whiteboard surfaces
  - Annual cleaning of all classrooms, student desks and lockers

## **5. Communication**

- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Works with all staff communicating concerns through the appropriate channels

- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

#### **6. Time Management**

- Effective use of time including setting of priorities, keeping to schedules, attendance and punctuality
- Strong initiative, self-directed, takes charge of assigned tasks, requires minimum supervision
- Strong people skills and the ability to prioritize

#### **7. Preventative Maintenance**

- Completes preventative maintenance procedures on electrical and mechanical equipment which may include but is not limited to:
  - Maintenance of auto scrubber
  - Emptying of vacuums and completion of maintenance checks
  - Complete mechanical room safety checks
  - Checking and changing of all filter media in heating and ventilation units
  - Checking and oiling of all electric motors in heating and ventilation units, pumps and exhaust fans
  - Checking and changing of all drive belts on all equipment
  - Replacing of summit filters on glycol systems
  - Checking of pressure relief valves on hot water tanks
  - Checking and operation of emergency generators
- Complete mechanical equipment log sheets

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