

TITLE: CARETAKER
SECTION: Operations
REPORTS TO: Operations Manager

#008

SUMMARY

Under the general supervision of the Operations Manager or designate, the Caretaker performs assigned caretaking duties at District schools and buildings for the purpose of maintaining overall cleanliness and security in accordance with established procedures.

DUTIES

1. Performs a variety of daily custodial tasks including but not limited to sweeping, mopping, vacuuming, scrubbing, dusting, cleaning and disinfecting washrooms, restocking supplies, garbage pick-up and disposal.
 2. Secures all doors and windows on completion of duties; makes exterior security check and sets intrusion alarms.
 3. Tracks usage of custodial supplies, performs inventory, and orders supplies.
 4. Operates and maintains a variety of janitorial equipment including vacuum cleaners, floor scrubbers, burnishers and carpet cleaners.
 5. Works on assigned projects during school breaks including but not limited to high dusting in gyms, gym floor varnishing, scrubbing and waxing floors, HVAC filters replacement, pressure washing, and exterior window washing.
 6. Communicates with the school administration including any special requests or regarding activities happening after school hours.
 7. Reports building emergencies, maintenance issues, or pest control issues directly to the Operations Manager or designate.
 8. Performs minor maintenance such as changing burnt out light bulbs, checking emergency lights, changing furniture glides, and adjusting desks heights as requested.
 9. Salts grounds and/or shovels snow when required.
 10. May on occasion be required to perform other duties as assigned.
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QUALIFICATIONS

- Grade 10 education or the equivalent.
- Minimum of six months related experience.
- Physical capability to perform the job duties including lifting and carrying up to fifty (50) pounds.
- Ability to understand and carry out verbal and written instructions.
- Valid B.C. Class 5 Driver's License.
- WHMIS certificate preferred.
- ISSA custodian certification or equivalent preferred.
- Ability to work with and maintain cleaning equipment.