

TITLE: DAYTIME CARETAKER
SECTION: Operations
REPORTS TO: Operations Manager

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SUMMARY

Under the general supervision of the Operations Manager or designate, the Daytime Caretaker is responsible for all caretaking duties at District schools during the daytime for the purpose of maintaining overall cleanliness and security in accordance with the established procedures. The Daytime Caretaker is also available to assist with urgent requests and minor maintenance tasks.

DUTIES

1. Performs a variety of custodial tasks such as floor mopping, dusting, sweeping, servicing washrooms several times a day, restocking supplies, exterior and inside garbage pickup/disposal, in accordance with established procedures.
 2. Disarms intrusion alarm, conducts security check before schools starts, unlocks main doors, and notifies the school administration or operations team of any security issues.
 3. Establishes lines of communication with the school administration and completes urgent cleaning requests.
 5. Performs minor maintenance such as repairing broken blinds, placing temporary covers over broken windows, changing burnt out light bulbs, checking emergency lights, changing furniture glides, and adjusting desk heights.
 6. Is available to assist tradespeople working in the school at the request of the tradesperson.
 7. Interacts with district staff and students in the course of carrying out duties.
 8. Checks and cleans cafeteria at the beginning and near the end of the shift.
 9. Tracks usage of custodial supplies, performs inventory, and coordinates with the lead hand to order supplies.
 10. Reports building emergencies, repairs, or pest control issues directly to the Operations Manager or designate.
 11. Makes necessary equipment available for rental groups and school activities.
 12. 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.
 13. Operates and maintains a variety of janitorial equipment including vacuum cleaners, floor scrubbers, burnishers and carpet cleaners.
 14. Salts grounds and/or shovels snow when required.
 15. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- Grade 12 education or the equivalent.
- Minimum one (1) year custodial experience
- Demonstrated ability to make repairs and use tools.
- Physical capability to perform the job duties including lifting up to fifty (50) pounds.
- Good interpersonal and communication skills with the ability to understand and carry out verbal and written instructions.
- Demonstrated ability to work professionally and respectfully alongside students and staff.
- WHMIS certificate.
- ISSA Custodial certifications or equivalent preferred.
- Competent in the use and care of equipment.
- Competent in the use of computers and software.