

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

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SUMMARY

Under the general supervision of the Operations Manager or designate, the Emergency Caretaker performs scheduled caretaking and security duties, responds to emergency caretaking call-outs to school sites, and performs specific cleaning and repair duties to assist the Operations Section.

DUTIES

1. On a scheduled basis, sweeps and cleans entrance ways and patios, sanitizes changerooms and washrooms, cleans work areas, removes and disposes of sawdust from workshop collectors, and removes garbage from designated outside containers.
 2. Patrols designated schools each morning to ensure that the schools are safe for students to attend, focussing on litter removal and evicting any unauthorized individuals from district property, calling the appropriate authorities when required.
 3. Responds to emergency calls and work orders from district schools and sites for cleanup, e.g. illness, broken glass, and stained carpets.
 4. Performs caretaking duties in designated areas of the District Maintenance and Administration complexes as directed on an unscheduled basis.
 5. Cleans and repairs venetian blinds, vacuum bags and mops and operates washer and dryer to clean and sanitize mops, rags, and coveralls.
 6. Operates a variety of caretaking equipment such as vacuums, shampooers and cleaners as required.
 7. Delivers supplies and equipment to schools.
 8. Directs, advises, or assists other employees as appropriate.
 9. Salts grounds and/or shovels snow when required.
 10. Often required to perform other related duties as assigned.
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QUALIFICATIONS

- Grade 11 education or the equivalent.
 - Minimum of two (2) years related experience.
 - Good interpersonal and communication skills.
 - Valid B.C. Class 5 Driver's License.
 - Physical capability to perform the job duties including lifting up to seventy (70) pounds.
 - Competent in the use and care of tools and equipment common to this work.
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