

TITLE: CARETAKER
SECTION: Operations
REPORTS TO: Operations Supervisor

#008

SUMMARY

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

DUTIES

1. Performs a variety of manual tasks such as dusting, sweeping, cleaning, sanitizing and garbage pick-up and disposal.
 2. Operates a variety of caretaking equipment, such as vacuum cleaners, polishers and washers.
 3. Secures all doors and windows on completion of duties; makes exterior security check and sets intrusion alarms.
 4. Makes necessary equipment available for rental groups and monitors their use of facilities and equipment in accordance with District rental procedures.
 5. Makes minor repairs to desks, millwork, toilets, etc. and places temporary covers over broken windows.
 6. During non-school periods, may be called upon to refinish gymnasium floors.
 7. Initiates work orders and requisitions for caretaking supplies and equipment.
 8. May on occasion be required to perform other related 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.
 - Ability to understand and carry out verbal and written instructions.
 - Valid B.C. Class 5 Driver's License.
 - WHMIS certificate.
 - Competent in the use and care of equipment common to this work.
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