

TITLE: EMERGENCY CARETAKER
SECTION: Facilities Department (Operations)
REPORTS TO: Operations Supervisor

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SUMMARY

Under the general supervision of the Operations Supervisor or designate, performs scheduled caretaking duties, responds to emergency caretaking call-out 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. Responds to emergency calls from district schools and sites for clean up such as sickness, broken glass or other emergent situations.
 3. Performs caretaking duties in designated areas of the District Maintenance and Administration complexes as directed on an unscheduled basis.
 4. Burns refuse in the incinerator on a regular basis.
 5. Cleans and repairs venetian blinds, vacuum bags and mops and operates washer and dryer to clean and sanitize mops and coveralls.
 6. Operates a variety of caretaking equipment such as vacuums, shampooers and cleaners as required.
 7. Directs, advises or assists other employees as appropriate.
 8. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- Grade 11 education or the equivalent.
 - Minimum of six months related experience.
 - Good interpersonal and communication skills.
 - Valid B.C. Class 5 Driver's License.
 - Physical capability to perform the job duties.
 - Competent in the use and care of tools and equipment common to this work.
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