

TITLE: TRAINER /CARETAKER
SECTION: Operations
REPORTS TO: Operations Supervisor

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SUMMARY

Under the general direction of the Operations Supervisor or designate, assists, directs, trains and monitors assigned caretakers in the satisfactory completion of all operations programs. Performs caretaker duties at District schools and buildings for the purpose of maintaining overall cleanliness in accordance with established procedures and the Caretaker's Manual. On an as needed basis,

DUTIES

1. Supervises, trains, assigns, directs, and monitors operations staff.
 2. Develops courses, prepares materials, schedules and conducts employee training presentations related to building maintenance programs.
 3. Performs a variety of manual tasks such as dusting, sweeping, cleaning, sanitizing and garbage pick-up and disposal.
 4. Secures all doors and windows on completion of duties; makes exterior security check and sets intrusion alarms.
 5. Makes necessary equipment available for rental groups and monitors their use of facilities and equipment in accordance with District rental procedures.
 6. Makes minor repairs to desks, millwork, toilets, etc. and places temporary covers over broken windows.
 7. During non-school periods, may be called upon to refinish gymnasium floors.
 8. Initiates work orders and requisitions for caretaking supplies and equipment.
 9. Will be required to attend conferences and courses as directed by the supervisor.
 10. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Minimum of two years experience in commercial/industrial cleaning or equivalent; in addition to 1 year in a training/supervisory role.
- Strong supervisory, interpersonal, organizational, training and team building skills.
- 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.
- Physical capability to perform the job duties.

