**JOB DESCRIPTION**

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| **Job Title:**  Caretaker I | **Department:**  Plant Operations |
| **Reports To:**  Manager, Plant Operations & Principal | **Division:**  CUPE |
| **Date of last review:**  March 17, 2004 | **Revised by:** |

**SUMMARY**

Duties include the day-to-day services involved with maintaining an acceptable level of cleanliness within the building. Ensures that the area of responsibility is clean, safe and healthy so that it meets the needs of staff and students.

**QUALIFICATIONS**

* High School Diploma or equivalent work related experience.
* 3 to 6 months caretaking experience;
* Experience using various equipment (lawn tractor, hand tools, floor machines, auto scrubbers);
* Knowledge of Occupational Health and Safety Act, WHMIS, Fire Safety Standards and procedures, as well as security procedures;
* Working knowledge of HVAC equipment.
* Excellent organizational skills;
* Physical ability to perform the duties of the position;
* Excellent interpersonal skills;
* Proven ability to read and write English;

**KEY DUTIES & RESPONSIBILITIES**

* 1. Maintains a standard level of cleanliness established by the Board within the designated building.
  2. Completes, on a daily basis, general cleaning of the assigned area, according to established methods and instructions.
  3. Completes ground maintenance as required.
  4. Moves furniture, equipment and supplies as requested.
  5. Uses, cleans and properly stores all supplies and cleaning equipment in accordance with manufacturer’s recommendations and WHMIS regulations at the end of the shift and maintains cleaning area in a sanitary and safe condition.

* 1. Contributes to the efficient functioning of the school by performing his/her duties with minimal classroom disruption.

7. Maintains all facilities in proper condition or reports problems to Caretaker III or IV to ensure that the loss of class time due to unsafe conditions is negligible.

8. Remains on school property during paid breaks when scheduled to do so (evening and midnight shifts).

1. Performs cleaning duties and project cleaning on non-instruction days.

10. Ensures building is in a secure state at end of shift.

11. Performs related duties consistent with level of responsibility of the assigned position.

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Ability to lift 25 kg. (55 lb.).

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Caretaker II, Caretaker III, Caretaker IV
* Manager, Plant Operations
* School Principal
* Controller, Plant & Planning Services

Positions Supervised:

None

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |