**JOB DESCRIPTION**

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

**SUMMARY**

The Caretaker II is responsible for the supervision and control of the shift to ensure day-to-day services and activities are provided to keep the school at an acceptable level of cleanliness. The building, grounds, and equipment are maintained in a satisfactory, clean and safe state of repair.

**QUALIFICATIONS**

* High School Diploma or equivalent work-related experience.
* 9 months to 1 year 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;
* Willingness to accept technical training as required;
* Experience in alternative communication an asset;
* Experience in basic computer skills is an asset.

**KEY DUTIES & RESPONSIBILITIES**

1. Maintains a standard level of cleanliness established by the Board within the school:
2. Completes daily general cleaning of assigned work area according to established methods and instructions;
3. Uses, cleans and properly stores supplies and cleaning equipment in accordance with manufacturer’s recommendations and WHMIS regulations;
4. Ensures that all areas of shift’s responsibility are cleaned on a daily basis.
5. Preserves and protects the building, grounds, and equipment in a satisfactory state:
6. Maintains the grounds at a safe and acceptable level;
7. Quickly attends to minor repairs that affect safety and security issues;
8. Promptly reports required maintenance items to Caretaker III or IV.
9. Moves furniture, equipment and supplies as requested.
10. Reports all absences of Caretaking staff to Caretaker III or IV.
11. Reassigns shift workload to compensate for employee absenteeism.
12. Visually inspects condition of H.V.A.C. and fire-fighting equipment and reports any problems to Caretaker III or IV.
13. Reports staff-related issues to Caretaker III or IV.
14. Remains on school property during paid breaks when scheduled to do so (evening and midnight shifts only).
15. Reviews with Caretaker III or IV any special instructions and relays to shift staff.
16. Ensures building is in secure state at end of shift.
17. Performs cleaning duties and project cleaning on non-instructional days.
18. Performs related duties consistent with level of responsibility of the position as assigned.

**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 IV
* School Principal/Vice-Principal
* Plant Operations Manager
* Controller, Plant & Planning Services

Positions Supervised:

Caretaker I

**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** |