**JOB DESCRIPTION**

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| **Job Title:**  Caretaker III | **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.
* 1 to 2 years 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, electrical, plumbing and mechanical systems.
* Excellent organizational skills;
* Physical ability to perform the duties of the position;
* Excellent interpersonal skills;
* Proven ability to perform assigned tasks with a minimum of supervision;

**KEY DUTIES & RESPONSIBILITIES**

1. Maintains a desired level of cleanliness 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 standards;
4. Ensures that all areas are cleaned on a daily basis;
5. In consultation with the Plant Operations Manager and the Principal, develops and assigns areas of cleaning for all caretaking staff, including self.
6. Maintains and secures the building, grounds, and equipment in a satisfactory state:
7. Maintains the grounds at a safe and acceptable level;
8. Quickly attends to minor repairs;
9. Promptly reports and necessary repairs to Plant Operations Manager and enters in Work Order System.
10. Orders required cleaning supplies on a regular basis.
11. Resolves staff problems in a timely manner and reports unsatisfactory work performance to Plant Operations Manager and/or Principal.
12. Where required, records and reports all absences of caretaking staff:
13. Contacts the Plant Operations Manager to provide coverage for caretaking absences.
14. Ensures H.V.A.C., fire-fighting equipment and emergency equipment is operating properly and reports any malfunctions/breakdown to Plant Operations Manager.
15. Reviews with Caretaker II any special instructions/set-ups required.
16. Moves furniture, equipment and supplies as requested.
17. Ensures building is in a secure state at the end of the shift.
18. Contributes to the efficient functioning of the school in the performance of his/her duties without interrupting class time.
19. Communicates with Principal or designate regarding school maintenance and cleanliness.
20. Performs related duties consistent with the level of responsibility of the position 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:

* School Principal/Vice-Principal
* Plant Operations Manager
* Controller of Plant and Planning Services

Positions Supervised:

Caretaker I, Caretaker II

**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** |