



P.O. BOX 89 ILE-A-LA CROSSE, SASKATCHEWAN S0M 1C0 PHONE (306) 833-2141 FAX (306) 833-2104

## CARETAKER JOB DESCRIPTION AND QUALIFICATIONS

### Position Summary

The Caretaker is responsible for cleaning and maintaining division owned buildings and properties including but not limited to the schools, division office, storefront, housing and futures buildings in a safe, responsible and efficient manner. Related responsibilities include monitoring and notifying the supervisor to repairs of equipment and the facilities.

### Objectives

1. To maintain order and care of school facilities on behalf of the School Division and the Ministry of Education.
2. To provide a positive environment for employees, students and members of the community.
3. To identify problems the condition and cleanliness of all buildings.

### Reporting Responsibilities

The immediate supervisor is the Caretaker and Maintenance Supervisors. However, the Caretaker can report directly to the Principal for student related matters and the Supervisor. This position does not include the supervision of staff.

Report immediately any restrictions or medications that may impair your ability to safely operate division operated machinery to the supervisor and school division administration.

Report any maintenance and repair issues of any division owned equipment or building requirements to the supervisor.

Report any misconduct or damage caused by students to the Principal and Supervisor.

### Duties

The duties may be altered or changed to maintain efficiency at the discretion of all parties involved. The duties below are not restrictive to the employment and position.

1. Ensure cleanliness, health and hygiene areas are maintained on a regular basis. (washrooms)
2. Conduct self in a responsible manner reflective of a positive role model.
3. Be available for call in or to assume another shift up to 8 hours.



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4. Ensure all lights are in operable order, change light bulbs and fluorescents when necessary.
5. Sweep, vacuum, wash dirt, fingerprints, etc. and empty garbage from buses daily.
6. During the colder months, ensure the division's properties have been salted and shoveled. Report any maintenance issues to the Supervisor.
7. Report any misconduct or damage caused by students to the Principal and Supervisor.
8. Ensure all doors and windows are locked and the building is secure at the end of shift.
9. Turn on any alarms necessary at the end of shift.
10. Ensure that the schools are clean and presentable at all times.
11. Ensure that all controlled products used contain WHIMIS or workplace labels and the Materials Safety Data Sheets are kept for each controlled product.
12. Sweep/mop floors (some items may need to be moved in order to clean/dust all areas).
13. Scrub, strip and wax floors as required or scheduled.
14. Wipe/dust countertops, tables, filing cabinets, equipment, monitors, keyboards and other surface areas daily.
15. Empty wastebaskets and dispose of garbage daily and replace container liners and bags.
16. Wash walls, stairwells, windows, doors and ledges as required.
17. Clean graffiti daily.
18. Clean chalkboards/whiteboards and ledges daily.
19. Vacuum and dust blinds at least once a month.
20. Wipe, wash and dust student cubicles daily.
21. Clean ceiling diffusers and light fixtures monthly.
22. Clean lockers daily.
23. Clean and disinfect washrooms, fountains and washroom facilities daily and more often if required. This includes but not limited to wiping down doors, knobs, faucets, walls, disinfectant around toilets, refill of paper towels, washroom tissue and soap.
24. Wipe and vacuum heat registers.
25. Vacuum carpets daily, including lifting and cleaning underneath.
26. Perform basic maintenance and repair duties of a nature generally expected in a school such as plumbing repairs, basic carpentry, etc.
27. Assist in grounds maintenance (i.e. snow and ice removal, litter pick up, cutting grass, outer window cleaning, watering grass)
28. Be knowledgeable and supportive of applicable board policies.
29. Other duties as necessary and assigned by administration, the School Board, the Board of Education and government agencies and legislation.
30. Driving and disposal of garbage and debris to the dump.

## Requirement and Skills



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The qualifications, knowledge and education must be acceptable to the Ile-a-la Crosse Scholl Division No. 112.

#### Requirement – Education and Training

1. Grade 10 or equivalent academic standing from a recognized educational institution or
2. Training and experience from prior employment, a certificate or letter of reference from an accredited facility is an asset.
3. Valid driver's license for delivery of garbage to the dump when required.
4. Knowledge of traffic safety.

#### Requirement – Policy

1. A valid criminal record check as defined in the Ile-a-la Crosse School Division No. 112 Policy Manual.

#### Skills

1. Can work independently with little or no supervision.
2. Good health, self-motivated and energetic.
3. Ability to work with individuals in a patient manner.
4. Ability to work in a cooperative manner to ensure appropriate flow of information and decision making process.
5. Ability to work in a cooperative manner to ensure proper cleanliness and disinfecting of Division premises.
6. Develops professional relationships with students and staff.
7. Ability to maintain confidentiality regarding student, individuals, school matters within the school division.
8. Possess a positive attitude.
9. Good oral communication skills.
10. Punctuality.

#### Working Conditions



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1. Travel may be required.
2. On-call for emergencies.
3. Physical body effort.
4. All weather conditions including temperature, visibility and driving.
5. Standing, sitting, arm extension, listening, seeing and verbal communication.

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