

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **ASSISTANT CARETAKER**

Reports to: **Directly:** **In-School Administrator**
 Indirectly: **Caretaking Supervisor**

General Description:

The Assistant Caretaker assists in the cleaning and maintenance of the assigned facility so as to ensure its clean and safe operation.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 education.
- Current WHMIS certification
- Demonstrated understanding of cleaning procedures.
- Demonstrated knowledge of cleaning processes, products and equipment.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to work as a team player.
- Ability to display a positive work attitude
- Ability to execute written and oral instructions for the safe, competent use of caretaking supplies, operation of equipment, and the execution of school caretaking procedures as outlined in the caretaking manual.
- Ability to do medium to heavy lifting
- Ability to perform basic maintenance functions.

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Assistant Caretaker shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff, students and the public.
4. Be knowledgeable and supportive of applicable School Division policies and procedures.
5. Be listed on the Alarm call list.
6. Sweep and dry mop floors daily or more often if required.
7. Practice safe work habits at all times.
8. Dust and polish when necessary.
9. Clean and disinfect washrooms and washroom facilities daily or more often if required.

10. Empty wastebaskets and dispose of garbage daily, replace liners.
11. Scrub, strip, and wax floors when required or scheduled by the Head Caretaker or the Caretaking Supervisor.
12. Wash walls, windows, doors, and desks, as required.
13. Clean chalkboards/whiteboards and ledges.
14. Vacuum carpet on regular basis; shampoo as scheduled or required.
15. Change lightbulbs as required.
16. Clean ceiling diffusers and light fixtures.
17. Clean lockers.
18. Assist in the operation of building mechanical systems.
19. May be asked to perform basic maintenance and repair duties of a general nature such as plumbing repairs, basic carpentry, mechanical, and painting according to school division specifications, within the scope of their abilities.
20. Assist in minor grounds maintenance (i.e. snow removal, litter pickup, grass cutting).
21. Inspect or assist in the weekly inspection of playground equipment and surfaces.
22. Lock and secure facility.
23. Be cognizant of the need to be proactive in the area of energy management (i.e. turning off lights when not required).
24. Participate in scheduled inservice pertaining to the performance of facility caretaking.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should an Assistant Caretaker discuss in public information pertaining to a student. An Assistant Caretaker is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

An Assistant Caretaker is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.