

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **HEAD CARETAKER**

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

General Description:

The Head Caretaker is responsible for providing a safe, clean environment for students, staff and the public. The Head Caretaker oversees the day-to-day operation of a facility.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 education.
- Current WHMIS certification
- Be willing to obtain a Fireman's Certificate
- Demonstrated knowledge of the cleaning industry including current practices.
- Demonstrated knowledge of building maintenance procedures and practices.
- Demonstrated knowledge of cleaning processes, products and equipment.
- Demonstrated knowledge in basic maintenance and tools required.

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 deal tactfully with school staff, students, parents and the public.
- Ability to execute written and oral instructions sufficient for the safe, competent use of caretaking supplies, operation of equipment and the execution of school caretaking procedures.
- Ability to perform basic maintenance functions.
- Ability to do medium to heavy lifting.
- Ability to plan and expedite the cleaning program as it pertains to the facility.

Supervision of Staff:

There is no direct supervision of staff within the scope of this position, however, the Head Caretaker may manage the workload of another staff member.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Head 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. Schedule staff and monitor workflow and productivity in collaboration with the in-school administrator.
6. Perform a daily inspection of the facility, including mechanical rooms.
7. Practice safe work habits at all times.
8. Maintain a daily log book to record salt and sanding, playground and perimeter checks, furnace checks, minor maintenance recording.
9. Conduct seasonal roof inspections (spray weeds, check for damage, snow concerns)
10. Be listed on the Alarm call list
11. Seasonal maintenance of caretaking equipment (service yard equipment, oil changes, safety inspections).
12. Sweep and dry mop floors daily or more often if required.
13. Dust and polish when necessary.
14. Scrub, strip, and wax floors when required.
15. Clean and disinfect washrooms and washroom facilities daily or more often if required.
16. Empty wastebaskets and dispose of garbage daily and replace liners.
17. Wash walls, windows, doors, and desks as required.
18. Clean chalkboards/whiteboards and ledges.
19. Vacuum carpet on regular basis; shampoo as scheduled or required.
20. Change lightbulbs as required.
21. Clean ceiling diffusers and light fixtures.
22. Clean lockers.
23. Report maintenance problems to the Caretaking Supervisor or the Maintenance Supervisor using the prescribed form(s) or by call-in if emergency.
24. May be asked to perform minor 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.
25. Maintain supply inventory.
26. Assist in minor grounds maintenance (i.e. snow removal, litter pickup, grass cutting).
27. Inspect playground equipment structures and surfaces weekly.
28. Lock and secure facility.
29. Be cognizant of the need to be proactive in the area of energy management (i.e. turning off lights when not required).
30. Furnace filter inspection once per month and change when necessary.
31. Participate in scheduled inservice pertaining to the performance of facility caretaking.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should a Head Caretaker discuss in public information pertaining to a student. A Head 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**

The Head 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 assigned work. The health and safety of other employees and the students of the school are dependent on the quality of the work. The “first impression” image of the organization is dependent upon the quality of the work.