**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: CARETAKER - DAY**

**Immediate Supervisor: MANAGER OF MAINTENANCE AND OPERATIONS**

**Core Functions:**

Under the general supervision of the immediate supervisor and work assignments from the Building Operator or Assistant Building Operator, the Caretaker – Day, performs a range of functions to ensure school division facilities have a safe, clean, learning and working environment that is kept in a comfortable and presentable condition.

**Duties and Responsibilities:**

1. Perform cleaning duties with the use of hand and power tools, using brooms, brushes, mops, vacuums, scrubbers and related equipment to clean floors in all areas of the building.
2. Distribute and deliver mail, packages, and boxes of various sizes and weights to various locations in the school.
3. Check grounds daily collecting debris, weeding, flower beds, cutting grass, whipping fence lines and empting the outside garbage containers.
4. Check water fountains, sinks, toilets, urinals, mirrors, fixtures and stalls. Keep in an orderly fashion and replenishes expendable supplies.
5. Operate power and hand equipment to wash, scrub, polish, or apply floor finish, remove scuffmarks on non-carpeted floor surfaces; vacuum carpeted floors and upholstered furniture.
6. Replace spent light bulbs.
7. Remove snow from entryways and sidewalks with shovels, snow blowers or power brooms.
8. Move desks, chairs, tables and furniture to clean floors or arrange layouts. Store or pull out bleachers; stack chairs, tables and transport to storage areas and remove and set up for events as required.
9. Regularly lift, move and carry equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
10. Co-operate with and assist students, school staff, the community and other people visiting the building, including maintenance staff, contractors, etc.
11. Show good judgment in personal neatness and hygiene.
12. Perform such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade X or equivalent, plus sufficient education to obtain Fireman’s Certificate.
2. Ability to read and understand to comply with labels, instructions and safety messages or warnings is essential.
3. Physical ability to carry out all caretaking duties as outlined under duties and responsibilities.
4. Ability to work and get along with people of all ages.
5. The ability to work independently.

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