**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**

**Immediate Supervisor: MANAGER, 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 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. Performs cleaning duties with the use of hand and power tools, equipment and cleaning agents following standard daily and rotational cleaning schedules and verbal instruction.
2. Uses brooms, brushes, mops, vacuums, scrubbers and related equipment to clean floors in all areas of the building.
3. Cleans and polishes fixtures, lockers, walls, doors, windows, light fixtures, ledges, pipes, furniture, desks, tables and chairs. Performs spot cleaning duties to remove spills, splashes, graffiti and similar unsightly matters.
4. Keeps water fountains, sinks, toilets, urinals, mirrors, fixtures and stalls clean and replenishes expendable supplies.
5. Operates power and hand equipment to wash, scrub, polish, or apply floor finish, remove scuffmarks on non-carpeted floor surfaces; vacuums carpeted floors and upholstered furniture.
6. Replaces spent light bulbs.
7. Empties garbage and trash containers to exterior storage bins. May collect debris from school grounds, fence lines and parking lots, cut grass and maintain flowerbeds and shrubs in season. Removes snow from entryways and sidewalks with shovels, blowers or brooms.
8. Moves desks, chairs, tables and furniture to clean floors or arrange layouts. Stores or pulls out bleachers; stacks chairs, tables and transports to storage areas and removes and sets up for events as required.
9. Regularly lifts, moves and carries equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
10. Oversees facilities used for rentals during evenings and weekends to ensure compliance with rental rules and regulations. Secures areas not in use, tidies areas after use and secures buildings by locking doors, windows and arming alarm systems.
11. Co-operates with and assists students, school staff, the community and other people visiting the building, including maintenance staff, contractors, etc.
12. Shows good judgment in personal neatness and hygiene.
13. Performs 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.

September 2011