

POSITION TITLE:

HEAD CARETAKER

Reports to: Directly: Principal
Indirectly: Supervisor of Facilities

General Description:

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

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 10 education.
- Valid Fireman's Certificate may be an asset.
- Experience in the caretaking area will be an asset.
- Demonstrated knowledge of building maintenance procedures.
- Demonstrated knowledge of cleaning procedures.
- 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 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 Work (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).
- Ability to perform basic maintenance functions.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

This position may involve the supervision of an assistant(s).

Duties and Responsibilities:

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

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.

- The entire school must be thoroughly clean and furniture dusted for opening school day of each term and kept in this condition each day school is in session during the year, including all entrances and hallways.
- Clean all windows twice a year or as needed.
- Be responsible for operating the heating/cooling system(s) of the school.
- Washrooms and fixtures to be kept in a good state of cleanliness and proper working order at all times.
- Gym floor to be swept daily and washed monthly or as needed.
- Grounds should be free of debris at all times. All cultivated areas and decorative areas shall be kept neat and free of weeds. Seeded lawn shall be cut regularly.
- Screens on opening windows to be kept in order and left on.
- Make all minor repairs required to furniture and buildings promptly. Any material required by the Caretaker for repairs shall be purchased through the Principal using the local purchase order form authorized by the Division.
- Damage to furniture, fixtures or buildings, to be immediately reported to the Principal.
- To see that all fire extinguishers are in place and in proper working order.
- All conditions with regard to fire protection shall be reported to the Principal.
- Steps and sidewalks to be kept free of ice and snow.
- To be responsible to see that the school is unlocked before the arrival of pupils in the morning and see that the school is locked at night.
- Where two Caretakers are employed in a K-12 school, one Caretaker must be available during each school day.
- All appliances not mentioned in the above outline of duties should be kept clean and serviceable.
- When the Assistant Caretaker leaves his/her position(s) he/she shall ensure the school or area of responsibility is in a satisfactory, clean condition.
- The aforementioned duties shall be deployed by the Head Caretaker in a school where there is an Assistant Caretaker.
- The Assistant Caretaker shall work under the direct supervision of the Head Caretaker and the Assistant Caretaker shall comply with any reasonable request from the Head Caretaker not mentioned in the above.
 - Holidays in accordance with the Saskatchewan Labour Standards Act to be allowed an Assistant Caretaker during the summer vacation period. Balance of school vacation period to be used by an Assistant Caretaker in work on grounds, repair to buildings or other duties prescribed by the Head Caretaker.
 - The holiday schedule is to be arranged with the Head Caretaker who in turn shall communicate the schedule in writing to the Supervisor of Facilities.
- Participate in scheduled inservice pertaining to the performance of facility caretaking.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Head Caretaker is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member

must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

- Independence
 - A 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 work and is expected to seek clarification and direction on any matters of concern.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007