



Caretaker: Head Caretaker Administrative Procedure 2.B.100

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16
Legal Reference:

Date Adopted: December 1999

Date Amended: March 2010; October 2018; November 2020; February 2021

GENERAL POSITION DESCRIPTION

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

Under the supervision of the School Principal (school year) and the Buildings Supervisor (summer), the Head Caretaker shall be responsible for maintaining a high standard of maintenance and cleaning of the schools and grounds in their charge.

GENERAL RESPONSIBILITIES AND DUTIES

1. As an employee of the Division, the individual:

- demonstrates ethical and confidential behaviour
- respects professional and personal boundaries with students and other staff
- demonstrates regular and punctual attendance according to assigned schedule
- is aware of and strictly adheres to codes of conduct outlined in ESD Procedures
- demonstrates appropriate and independent use of time
- demonstrates effective communication skills, both written and oral
- addresses conflict or disagreement in the workplace using the appropriate lines of communication

2. As an employee working with students, the individual:

- shows enthusiasm, patience and understanding when working with students
- demonstrates an understanding of fostering independence and self-determination with students
- maintains effective and cooperative relationships with students
- serves as a positive role model for students

JOB SPECIFIC RESPONSIBILITIES AND DUTIES

1. Supporting Caretakers

- organizes and supports the work of all Caretakers; Principal is their direct supervisor
- trains Caretakers in collaboration with the Buildings Supervisor and Principal
- arranges for a substitute Caretaker in the absence of a Caretaker
- ensures that all Caretakers are provided with the necessary PPE (Personal Protective Equipment) to complete their duties
- ensures that Caretakers are properly trained in safety practices
- establishes a communication log for sharing information as needed

2. Maintaining the Safety of Buildings and Grounds

- assists ESD maintenance staff with the inspection of all mechanical, electrical and plumbing equipment on a regular basis
- inspects extinguishers and other fire safety equipment on a regular basis
- keeps all sidewalks, steps, entrances and exits clean and clear at all times with extra attention during winter months
- ensures that there is proper labeling on all chemicals used for cleaning and the M.S.D.S. sheets are available to all personnel
- completes all minor repairs throughout the school
- reports all unsafe conditions to the Principal and makes necessary repairs, or ensures that all necessary repairs are made as soon as possible, i.e. broken glass, broken playground equipment
- reports any break-ins, thefts to the Principal and Buildings Supervisor
- keeps all storage, furnace, and electrical/mechanical rooms and any unused areas clean and free from the accumulation of clutter
- regularly reviews the workplace safety work orders on the work order site and completes the necessary repairs
- uses key fob when entering and exiting the building

3. Report Completion and Communication

- checks emails daily and responds in a timely manner, as needed
- ensures timely completion of all required reports (inspection reports, fire extinguisher reports, playground reports, etc.; See *6.40 School Buildings and Grounds: Inspections* for specifics on reports required)
- seeks out teacher input around report completion (for example; re: classroom, gymnasium and science room inspection reports)
- works closely with the Principal to ensure he/she has the necessary information to complete reports and manage the school's day to day operations

4. Maintaining School Buildings, Equipment and Furnishings

- maintains school buildings, equipment and furnishings through regular maintenance / minor repairs
- this includes but is not limited to:
 - repairing small furniture items as possible (desks, chairs, shelving units, etc.)
 - checking the security system in the school on a regular basis including the alarm system, door and window locks, door closures
 - checking all electrical fixtures and switches
 - checking all plumbing fixtures including wash basins, toilets
 - changing out light bulbs that are not working
 - replacing damaged ceiling tiles and completing minor repairs as needed
 - upkeeping the school's heating and ventilating systems; this includes the cleaning of unit ventilator vents (in consultation with and assistance from ESD Maintenance Staff)
- **reports all deficiencies using work orders**
- **communicates directly with Principal and Building Supervisor regarding major issues**

5. Maintaining School Grounds

- prior to start of each school day, completes a school grounds walk – through, collects refuse and makes minor repairs as needed / able
- checks all playground equipment weekly and makes minor as needed / able
- cuts and trims grass on school property in the immediate vicinity of the buildings, if applicable
- ensures the removal of snow from sidewalks and entranceways
- ensures the removal of snow from parking lot and bus loading zone is completed by contractors prior to signing invoice
- ensures that the flag is flown raised and lowered daily, and in accordance with provincial regulations and/or Evergreen School Division mandates
- **reports all deficiencies using work orders**
- **communicates directly with Principal and Building Supervisor regarding major issues**

6. Ordering of Supplies and Materials

- completes requisitions for maintenance, cleaning and washroom supplies
- receives all maintenance, cleaning, washroom and school supplies and stores them in their proper places
- maintains a file for all material safety data sheets (MSDS) for all WHMIS controlled products and makes these available to all cleaning staff
- labels all chemicals (cleaning supplies) properly with MSDS labels
- ensures a sufficient amount of cleaning and washroom supplies are kept on hand

7. Assists with General Cleaning of the School

- ensures that corridors and entrances are cleaned a minimum of twice a day, and more often as required
- ensures that washrooms are cleaned throughout the day and washroom supplies are always available
- develops, maintains and follows a colour – coded ***Cleaning Assignments Floor Plan*** for the building
- cleans designated area(s) in the school daily according to plan
- assists with and organizes all major cleaning and floor care schedules to occur during school breaks, e.g. Winter Holidays, Spring Break, and Summer
- ensures the frequency of cleaning in schools is increased during flu season (November-March). All high touch areas such as desks, doorknobs, locker latches, handrails, toilet handles, computer keyboards, telephones and faucets are to be disinfected at least twice per day (once during the school day and again during the evening cleaning). Note: *It should be common practice to carry a spray bottle of disinfectant.*

8. Supports Public Use of Buildings and Grounds

- advises Caretakers of any authorized use by outside organization of classrooms, gym, grounds, etc., in order that Caretakers can better schedule cleaning of those areas
- makes necessary arrangements for moving of furnishings, where required, for organizations using facilities, e.g. tables for elections, chairs for programs

9. Professional Development

- attends meetings, workshops, conferences, as appropriate, and as available

10. Other

- assists with the set up and take down for special school events such as awards night, graduation, band concerts, etc.
- any other related duties which may be assigned by the Principal or Buildings Supervisor