



## Caretaker A

### Administrative Procedure 2.B.15

2.0 Human Resources  
2.B. Position Descriptions

---

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

**Legal Reference:**

---

**Date Adopted:** May 2025

**Date Amended:**

---

#### PHILOSOPHY

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 honor 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.

Caretaker A shall be primarily responsible for maintaining a high standard of maintenance and cleaning of the schools and grounds in their charge.

#### RESPONSIBILITIES AND DUTIES:

1. Supporting Caretakers
  - Coordinates and supports the work of all Caretakers
  - In collaboration with the Buildings Supervisor and Principal, provides training for Caretakers, including safety practices, and use of PPE (Personal Protective Equipment)
  - Arranges for a substitute Caretaker, when needed
2. Inspections, Report Completion, and Communication
  - Inspects all mechanical, electrical and plumbing equipment on a regular basis
  - Inspects extinguishers and other fire safety equipment on a regular basis
  - Completes all minor/basic repairs throughout the school
  - Reports all deficiencies using work order program
  - Ensures timely completion of all required reports (inspection reports, fire extinguisher reports, playground reports, etc. See **6.40 School Buildings and Grounds**)
  - Communicates directly with Principal and/or Buildings Supervisor regarding major issues e.g. theft, vandalism, safety, maintenance

- Assists with and organizes all major cleaning and floor care schedules to occur during school breaks, e.g. Winter Holidays, Spring Break and Summer
3. Supports Public Use of Buildings and Grounds
    - Informs Caretakers of any authorized use of facilities by outside organization of classrooms, gym, grounds, etc., for cleaning schedule purposes
    - Arranges for moving of furnishings, where required, for organizations using facilities
  4. Maintain the Safety of Buildings, Grounds, Equipment and Furnishings
    - Prior to start of each school day, completes a school grounds walk-through, collects refuse and makes minor repairs as needed
    - Checks all playground equipment weekly and makes minor repairs as needed
    - Cuts and trims grass on school property in the immediate vicinity of the buildings, if applicable
    - Ensures that there is proper labeling on all chemicals used for cleaning and the SDS sheets are available to all staff
    - Ensures the removal of snow from parking lot and bus loading zone is completed by contractors prior to signing invoice
  5. Maintain sufficient cleaning and toilet supplies
    - Completes requisitions for maintenance, cleaning and washroom supplies
  6. Other
    - Any other related duties which may be assigned by the Principal, Buildings Supervisor or their designate.

When no Caretaker A work is required, time is substituted with Caretaker B responsibilities and duties.