



Caretaker B Administrative Procedure 2.B.20

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 B shall be primarily responsible for the regular cleaning of the school buildings and furnishings.

RESPONSIBILITIES AND DUTIES:

1. Perform regular cleaning duties as per the **Cleaning Assignments Floor Plan**
 - The frequency of cleaning in schools must be increased during flu season (November-March). All high touch areas such as desks, doorknobs, locker latches, handrails, toilet handles, computer keyboards, telephones and faucets must be disinfected at least twice per day (once during the school day and again during the evening cleaning shift). It should be common practice to carry a spray bottle of disinfectant.
 - Mops/sweeps all classrooms, gymnasium, corridors, entrances, stairways daily
 - Cleans and disinfect all washrooms, washroom fixtures, showers, shower fixtures daily
 - Dusts all surfaces requiring dusting daily, e.g. chalk rails, furniture, filing cabinets, etc.
 - Cleans and disinfects desktops daily
 - Washes all windows
 - Cleans all water fountains daily
 - Vacuum all carpeted areas
 - Washes all floor areas daily and when required, e.g. entrances, hallways
 - Clean all lab sinks and lab tables daily

2. Maintain the Safety of Buildings and Grounds
 - Keeps sidewalks, steps, entrances and exits clean and clear at all times with extra attention during winter months
 - Completes snow log paperwork if responsible for snow clearing
 - Ensures the flag is in proper condition and flown in accordance with the provincial regulations and/or Evergreen School Division mandates
 - Keeps all storage, furnace and electrical/mechanical rooms and any unused areas clean and free from the accumulation of clutter
 - Maintains equipment and furnishings through regular maintenance/minor repairs
3. Maintain sufficient cleaning and toilet supplies
 - Maintains supplies in hand and toilet paper dispensers and the soap dispensers in all washrooms regularly
 - Receives all maintenance, cleaning, washroom and school supplies and stores them in their places.
4. Removal of garbage
 - Empties all garbage containers (hallways, offices, washrooms, classrooms) daily
 - Cleans and disinfects all garbage containers on a regular basis
 - Removes garbage from storage rooms
 - Dispose of all garbage in bags supplied and place in the garbage storage bins provided
5. Perform major clean-up duties
 - Washes walls, when required
 - Cleans and dusts all light fixtures
 - Wash all desks, chairs and other furniture
 - Cleans and disinfects all student lockers during summer break
 - Washes doors and windows, including frames
 - Strips, waxes and polishes floors, when necessary
6. Care of equipment
 - Exercises proper care and treatment of all cleaning equipment
 - Cleans all cleaning equipment at the end of each shift and stores it in the proper storage rooms, e.g. mops, vacuum cleaners, scrubbers, polishers
 - Reports to Caretaker A any problems with any cleaning equipment and requests repairs, when necessary
7. Building and ground security

- At the end of every day, makes sure all windows and doors are secure
- Activates the surveillance system (alarm system) when leaving at the end of every day
- Reports any vandalism to the Caretaker A immediately
- Checks emails regularly

8. 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, Buildings Supervisor or their designate.