



JOB DESCRIPTION

Job title:	Caretaker	Reference: CUPE 004
Reporting to:	Head Custodian and Principal	Date created: March 2018
Work calendar	10 month	

In the day to day fulfilment of this role we expect you to work to our organizational [values](#):

The universal core competencies in line with the values for MHPSD are:

- Compassion
- Honour
- Curiosity
- Courage

1. Position purpose – an overview of what you’re here to do

This is a unionized position responsible for cleaning, sanitizing, and reporting minor maintenance of facilities as part of the custodial team responsibility in maintaining a safe, clean, healthful school which contributes a great deal to the morale of principal, teachers and students.

2. Responsibilities – a summary of what we expect you to achieve:

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Head Custodian and Principal.
- May receive work direction from Administration, Clerical and Manager Custodial Services.

ESSENTIAL FUNCTIONS:

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations
- Performs cleaning duties as directed, in accordance with detailed cleaning procedures.
- Performs general security duties for the facility
- Performs outside building duties as required (i.e. litter control, plant watering.)
- Assists with the set up and take down of special events as required.
- Assists with moving and adjusting furniture systems
- Ensures the safety and orderly conduct of facility users.
- Notes and reports necessary repairs and potential problems.
- May perform some relief work for the Custodian when required.
- Projects a positive image of self and the organization with the staff, students and public.
- Performs all other related duties as may be required by the Head Custodian, Principal, Manager Custodial Services or delegate.
- Ability to complete specific projects.

JOB REQUIREMENTS: SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to perform thorough cleaning of facilities, furniture and equipment.
- Thorough knowledge of cleaning procedures and products.
- Ability to operate equipment used in facility cleaning.
- Mechanical aptitude with a basic understanding of general maintenance principles.
- Working knowledge of custodial techniques, cleaning equipment and cleaning supplies.
- Good working knowledge of security systems and requirements, including the use of computer monitoring systems.
- Demonstrated knowledge of applicable Environmental and Occupational Health and Safety Regulations.
- Demonstrated organizational and time management skills.
- Knowledge to perform basic math.
- Ability to understand, interpret and execute oral and written instructions.
- Ability to work well both independently and as part of a constructive team.
- Reliable and dependable.
- Demonstrate a spirit of improvement and cooperation.
- Have high standards of cleanliness and identify and act on school cleanliness activities promptly
- Effective interpersonal and communication skills.

REQUIRED QUALIFICATIONS:

- Possess a high school diploma or equivalent.
- Maintain a valid WHMIS.
- Minimum of six (6) months experience in custodial work and/or building maintenance.
- Demonstrated working knowledge and ability to use power and hand tools and equipment.
- Knowledge and understanding of emergency procedures, security and monitoring systems.
- Basic knowledge and ability to use a computer (i.e. Microsoft Word and Outlook).
- An equivalent combination of management approved training and experience may be considered.

Other

- Other duties as assigned by the Head Custodian from time to time.

4. Performance and development planning

Your performance will be measured every year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Every year you and your supervisor will identify the specific objectives, targets and measures which will focus on your continued development and the improvement of your performance.

5. Position parameters:

HR Delegations – none.

Financial Delegations – none.

Number of direct reports – none

Coverage – CUPE collective agreement.

The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

- This role may be considered physical and may include climbing, reaching, occasional work at heights, lifting, bending, crouching
- Competently read type written documents,
- Walking, sitting or standing for extended periods of time.

6. Equipment used to perform essential functions

Including but not limited to:

Employees are required to regularly check emails as the Employer regularly communicates with staff through technology.

Cleaning products

Vacuum

Mop and bucket

Scraper

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____