

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.03
SECTION:	RELATIONS		
POSITION:	CARETAKER		

1. Immediate Supervisor: Principal

The Caretaker shall report any issues, concerns and recommendations directly to the Principal.

2. Primary Function

This Caretaker position will perform a variety of tasks involving general care and cleaning of the school building, furniture and equipment. Primary responsibility is to provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to work and learn.

3. Minimum Qualifications

- 3.1 Possess a thorough working knowledge of housekeeping, including the use of cleaning methods and materials and the use of cleaning equipment.
- 3.2 Working knowledge of safe work practices and occupational hazards.
- 3.3 Physical strength to withstand the strain in performing the daily tasks required.
- 3.4 Good level of general fitness and well being.

4. Knowledge, Skills and Abilities

- 4.1 The ability to work with minimal supervision in performance of duties.
- 4.2 Excellent interpersonal and public relations and with students, staff and parents.
- 4.3 The ability to understand, interpret and follow written and oral instructions.
- 4.4 Follows instructions willingly, able to meet deadlines, organizational loyalty, honesty, punctual and dependable.
- 4.5 Maintains a neat and clean personal appearance.

5. Performance Responsibilities

- 5.1 Establish and maintain a good rapport with the principal, staff, students and parents.
- 5.2 Keep the premises properly cleaned and maintain a safe, sanitary and attractive building at all times.
- 5.3 The Caretaker may serve as a member of the Health and Safety Committee in the school to which he or she is assigned.
- 5.4 Daily Responsibilities
 - 5.4.1 Sweep/mop/vacuum floors in classrooms, hallways and offices.
 - 5.4.2 Unlocking/locking of building, flag raising/lowering.
 - 5.4.3 Keep the washrooms clean, sanitary and stocked with the necessary supplies (soap, paper products, etc).
 - 5.4.4 Wet mop the floors in the washrooms.
 - 5.4.5 Disinfect and clean water fountains, sinks and toilets.
 - 5.4.6 Clean windows in the doors.
 - 5.4.7 Empty wastebaskets and dispose of garbage daily and replace liners.
 - 5.4.8 Empty recycling containers and dispose of recycled materials as required.
 - 5.4.9 Change light bulbs as required.
 - 5.4.10 Perform morning check general furnace operations and report any irregularities to the maintenance worker and principal.
 - 5.4.11 Keep the building walls free of objectionable markings.
 - 5.4.12 Immediately report damage to furniture, fixtures or the building to the principal.
 - 5.4.13 Clean/wet mop/vacuum entrances to building and clean/wet mop boot racks.
- 5.5 Weekly Responsibilities
 - 5.5.1 Clean weekly teachers and students desk tops and shelving where possible.
 - 5.5.2 Dust/clean classrooms, hallways and offices.
- 5.6 Seasonal Responsibilities
 - 5.6.1 In consultation with the principal, burnish (wax) floors during the Christmas, Easter and Summer Breaks as deemed necessary.
 - 5.6.2 Clean the interior and exterior of all windows in the spring and fall.
 - 5.6.3 Wash all tables, desks, chairs, lockers, curtains/blinds, and windows during summer recess and whenever required.
 - 5.6.4 Remove snow from entrance areas.
 - 5.6.5 Dust classroom light fixtures and hallway pictures and blinds.
 - 5.6.6 Receive and stock supplies in appropriate areas.

6. Terms of Employment

Twelve (12) months a year.

7. Vacation

7.1 The division recognizes the following annual vacation entitlement for calendar year caretakers:

- 7.1.1 less than one year of service – 1.25 days per month;
- 7.1.2 one or more years of service – 3 weeks per annum;
- 7.1.3 after eight (8) years of service – 4 weeks per annum;
- 7.1.4 after sixteen (16) years of service – 5 weeks per annum; and
- 7.1.5 after twenty-four (24) years of service – 6 weeks per annum.

7.2 Vacation Utilization & Carryover

7.2.1 Annual vacation leave is intended to provide an opportunity for self-renewal. Vacation may be split into separate periods but it is recommended that all employees take at least one period of ten (10) consecutive vacation days in each calendar year.

7.2.2 Vacation days shall be taken at times as approved by the school principal.

7.2.2.1 Employees with less than 1-16 years of experience shall use two weeks of vacation during the summer.

7.2.2.2 Employees with more than 16 years of experience shall use at least 3 weeks during the summer.

7.2.3 When approved blocked vacations occur during the academic school year a substitute caretaker is to be employed.

7.2.4 When approved single day vacations occur during the academic school year substitute caretakers will not be employed.

7.2.5 The principal will monitor utilization of vacation days.

7.2.6 Carryover

7.2.6.1 It is the responsibility of the employee to limit carryover.

7.2.6.2 Vacation days of 3 days or less will be considered as carry-over vacation days and are to be used within 6 months.

7.2.6.3 A request for vacation day carryover must be made in writing to the Director of Education by August 1st and have the support of the principal.

7.2.6.4 In extraordinary circumstances the Director of Education may decline a request of carry-over and initiate a payout of the excess accumulated vacation.

7.2.7 All earned vacation will either be used prior to the employee's last day of employment or will be paid out to the employee on his/her last day of work.

8. Confidentiality

8.1 At no time should a caretaker discuss, in public, information pertaining to employees, students or the operation of the division. A caretaker is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

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