Provincial Job Description

TITLE:
(005) Caretaker

PAY BAND:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains the cleanliness of the interior and exterior of the facility. Performs minor maintenance repairs and maintains grounds.

QUALIFICATIONS:

- **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic knowledge of tools and equipment**
- **Basic computer skills**
- **Ability to work independently**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> No previous experience.**

KEY ACTIVITIES:

A. Housekeeping / Waste Disposal

- **Maintains floors – dry/wet mop, burnish, vacuum, strip, auto-scrub, seal and finish.**
- **Prepares cleaning solutions (e.g., dilutes).**
- **Removes waste, including sharps and recyclables.**
- **General cleaning, including furniture, windows, vents and appliances.**
- **Sets up rooms for functions (e.g., tables, chairs, etc.)**

B. Inventory / Stock Distribution

- **Ships and receives inventory.**
- **Distributes stock.**

C. Maintenance

- **Cleans and maintains equipment (e.g., vacuums, burnishers and auto-scrubbers).**
- **Performs minor repairs to equipment and facility including painting and carpentry repairs.**
- **Maintains pest control.**
- **Operates garbage compactor.**

D. Groundskeeping

- **Weed control and lawn care.**
- **Prunes, trims hedges and trees.**
- **Maintains flowerbeds.**
- **Maintains grounds (e.g., snow removal, sidewalks and stairwells).**

E. Related Key Work Activities

- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Porters supplies.**
- **May communicate with suppliers/contractors for the acquisition of services and supplies.**
- **May lock and unlock doors.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: ***November 18, 2026***