



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 maintain grounds.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic knowledge of tools and equipment**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: 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 and vents.**
- ◆ **Sets up rooms for functions (e.g., tables, chairs, etc.)**

B. Inventory / Stock Distribution

- ◆ **Ships and receives inventory.**
- ◆ **Distributes stock, as required.**

C. Maintenance

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

D. Groundskeeping

- ◆ **Weeds, trims, mows lawns.**
- ◆ **Maintains flower beds.**
- ◆ **Removes snow.**

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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