



CARETAKER

One Day Per Week

The Position

Part Time Position – 1 day per week (Wednesdays) 8 hours per day, 52 weeks per year including 4 weeks annual leave plus appropriate public holidays. Note that under the Collective Agreement any annual leave is required to be taken at a time when the school is officially closed for instruction unless special agreement has been negotiated prior to.

The position is 8 hours (1 day) per week with some flexibility as to those hours.

Collective Agreement : School Caretakers' and Cleaners' (incl Canteen Workers)

Collective Agreement

Accountability

The Caretaker is directly accountable to the Property Manager.

General Statement of Responsibility

To contribute to the smooth running and efficiency of the school through maintaining the complex in an attractive, safe and well maintained state.

It is important that the complex remain attractive, neat and tidy at all times and we expect our grounds and maintenance staff to be actively looking out for damage, graffiti and anything else that would deter from the schools appearance as they go around the site.

It is also important that any Helath & Safety risks are identified and reported to the Property Manager immediately.

Key Tasks:

RESPONSIBILITIES:

Caretaking work involves ensuring a high level of presentation of the buildings and property generally. It also assumes an awareness and anticipation of needs as well as a concern for the security of the property.

Caretaking Duties:

Note: Where there are more than 1 Caretakers employed these duties may be split between staff as the Property Manager determines.

- Care, cleanliness and presentation of building and hard seal areas. While this is an area where all maintenance staff need to be aware of we will allocate the actual day to day of keeping both hard and soft ground areas clean, neat and free of rubbish and we expect all grounds and maintenance staff to be watchful and pick up major rubbish as they move around the complex.
- Reporting any cleaning issues to the Property Manager.
- Cleaning up in emergency situations and promptly reporting damage and/or vandalism to property and equipment. This reporting will be done directly to the Property Manager.
- Disposal of school refuse and where necessary arranging emptying of the refuse skip.
- Ensure Recycle Bins are put out on the appropriate day and that any recycle bins in copy rooms are emptied.
- Checking grounds tidiness for litter and dealing with it as appropriate.
- Monitoring stock, ordering, receiving and storing supplies of toilet paper, paper towels and soap and any other such supplies as may be required.
- Assisting or carrying out the periodic moving or erecting of furniture or fittings for special events, e.g. assemblies, or sports events etc.
- Specific cleaning duties will be required from time-to-time, as circumstances require. Examples: Spills, Vomit etc
- General maintenance duties such as basic plumbing and/or spouting work, drains and blocked toilet clearing, changing light tubes/bulbs etc.
- On call during the day to assist staff or students with various needs and requirements.
- Responsible for School Vehicle Care and Servicing requirements including keeping them in a clean and prepared condition.

- **Other Duties:**

The Principal or his delegate, the Property Officer, may require the Caretaker to assist in other work, duties or projects not covered here including assisting other maintenance staff as required.

- **Other CST Properties:**

There may be some minor maintenance items required on other CST owned properties.

- **Health & Safety:**

In all respects the Caretaker will observe good health & safety practice and will assist the employer by identifying any perceived risks. Any risk or hazard should be reported to the Property Manager immediately and steps taken to eliminate, isolate or minimise such hazard or risks. Safety to yourself and those around you should be your first priority. The school will supply any Health & Safety equipment required for the job. Any Health & Safety issues should be brought to the Property Manager immediately.

To notify the Property Manager of any potential hazard that he may come upon during the course of his duties.

I have fully read and understand all the details in this document

Signed:	
Name:	Date:

For the School

Signed:	
Name:	Date: