#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Caretaker

**Job Number:** SB-066 | VIP: 1192

**Band:** OPSEU- 3

**Department:** Facilities Management

**Supervisor Title:** Supervisor, Caretaking Services

**Last Reviewed:**  April 27, 2022

#### **Job Purpose:**

Performs quality custodial service in the care and cleaning of buildings.

#### Key Activities:

* Carries out custodial duties as allocated which may include, but are not restricted to, dusting, polishing, sweeping, mopping, vacuuming, washing of fixtures, furniture, windows, walls, floors, ceilings, etc.
* Cleans guests’ suites including laundry of bedding and towels.
* Inventories, maintains and stocks adequate and appropriate supplies.
* Reports malfunctions and damages of fixtures, furniture and buildings to Supervisor, Caretaking Services.
* Reports building deficiencies using “Maintenance Planner” software.
* Achieves target quality and performance of both cleaning and hygiene.
* Uses any equipment, machinery, and materials in accordance with university health and safety policy; work safely ensuring no threat to self or others.
* Collects solid waste, glass, and sharps in accordance with university policies and procedures.
* Minor Pest control - mice, ants, etc.
* Minor mold removal.
* Works independently or as a member of a team.
* Moves furniture and equipment, etc. as required.
* Locks/unlocks main exterior and interior doors at regularly scheduled times.
* Responsible for training and orientation of new employees.
* Liaises with current students, parents, faculty, communicates regularly with housing, conference, and food services.
* Performs other related duties as assigned which do not account for more than 5% of the total duties.

#### Education Required:

* High School Diploma.

#### Experience/Qualifications Required:

* Minimum of six (6) months to one (1) year related custodial experience in an institutional or commercial facility.
* Knowledge of cleaning equipment, products, techniques, and standards; skill in using cleaning products and equipment.
* Must be physically capable of routinely lifting/handling heavy materials.
* Must hold a valid Ontario Driver’s Licence – Glass ‘G’ minimum.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant.
* Proficiency in the use of computers