**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Caretaker

**Job Number:** SB-066

**NOC:** 6733

**Band:** 2

**Department:** Facilities Management

**Supervisor Title:** Supervisor, Caretaking Services

**Last Reviewed:** August 6, 2008

**Job Purpose**

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

**Key Activities**

1. 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.
2. Maintains and stocks adequate and appropriate supplies.
3. Reports malfunctions and damages of fixtures, furniture and buildings to Supervisor, Caretaking Services.
4. Achieves target quality and performance of both cleaning and hygiene.
5. Uses any equipment, machinery and materials in accordance with University health and safety policy; work safely ensuring no threat to self or others.
6. Collects solid waste in accordance with University policies and procedures.
7. Works independently or as a member of a team.
8. Moves furniture and equipment, etc. as required.
9. Locks/unlocks main exterior doors at regularly scheduled times.
10. Performs other related duties as assigned which do not account for more than 5% of the total duties.

**Education**

Secondary School entrance required. High school diploma preferred.

**Experience Required**

* Less than six months
* Some 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.