



# *Provincial Job Description*

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***TITLE:***  
**(005) Caretaker**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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:***

- ◆ **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, 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-scrubber).
- ◆ 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, sweeping 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:***

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***SGEU:***

***SAHO:***

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***Date: October 17, 2019***