

Working Title	
Caretaker	

	Division, Branch/Unit Properties/Property Management/ Government Centre Area/ Legislature Building & McDougall Centre	Ministry Infrastructure
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Present Class 121CT – Caretaking Services 1	
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Caretaker Foreman, the Caretaker is responsible for on-going cleaning of the Legislature Building to ensure asset value is maintained, and to support normal operation of client department functional programs. Primary areas of responsibility are:

- Perform caretaking work prescribed in Standard Legislature Building Caretaking Specifications.
- Provide responsive customers service and maintain excellent client relationships.

This Caretaker position will function within a demanding, time and quality sensitive framework. Developing and maintaining positive client relations with Legislative Assembly Office and Executive Council is a key requirement.

The most significant contribution to the organization is to ensure client department function programs are supported through the provision of effective and efficient property management services.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- 1. Provide caretaking services for designated areas of responsibility, to ensure safe, effective, and efficient facility maintenance and operations, preserve property value and meet client needs.**
 - Performs cleaning in all areas of the building.
 - Collects garbage and recycling from receptacles throughout the building and empties into outside bins.
 - Sweep, vacuum, mop, strip, wax and buff floors.
 - Clean and sanitize public and private washrooms.
 - Hi and low dusting (furniture, pictures, cabinets).
 - Cleans and washes all surfaces, ceilings and walls.
 - Spot clean carpeted areas.
 - Maintains meeting rooms including water, ice, garbage and general cleaning.
- 2. Develops and maintains positive client relations by being responsive to client needs to ensure a high level of client satisfaction**
 - Respond to client requests in a timely and positive manner.
 - Maintains on-going communications to understand functional program needs and address specific concerns.
 - Able to complete work while being around high profile clients with minimal disruption to clients.
- 3. Be Aware of Work Site Hazards and Practice Safe Work Methods**
 - Using proper lifting, climbing, bending techniques to prevent injuries are encouraged.
 - Sanitary chemicals are used to disinfect.
 - Utilize personal protective equipment as recommended by equipment or material manufacturers.
 - Inspects and maintains assigned custodial equipment and small tool operating condition. General custodial

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knowledge is required in the safe and efficient operation of floor maintainers, carpet extractor's and vacuum cleaners.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

1. The ability to read and write.
2. Be able to follow directions and work independently, with minimal supervision.
3. Ability to communicate with co-workers and clients in area allocated.
4. Take initiative to maintain high standard of cleanliness throughout area allocated.
5. The ability to advise Foreman of any unsafe working conditions.
6. To receive training that is provided by employer.
7. Must have basic familiarity with WHMIS.
8. Maintains solid record of attendance with minimal absences.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

1. Knowledge of standard cleaning techniques and characteristics of surfaces to be cleaned and equipment and supplies required.
2. Knowledge of green products, such as Ecologo certified, and cleaning processes.
3. Ability to move furniture and objects in preparation for cleaning; to load and unload trash receptacles; to operate safely and properly care for power machinery; to use arm muscles in hand cleaning, mopping and scrubbing for lengthy periods of time; to work on ladders.
4. Knowledge of proper bending and lifting techniques and ability to lift and carry 50 pounds.
5. Ability to work in a variety of environments including crowded public areas and high and low temperature areas.
6. Knowledge of the safe use of chemical cleaning agents and possible hazards relating to environmental sanitation.
7. Ability to communicate effectively with others.
8. Ability to work independently or within a team environment.
9. Ability to follow oral and written instructions.
10. Ability to assist for set-ups for ongoing functions in various locations of Legislature Building.
11. Computer skills using Microsoft Outlook and Internet Explorer is required.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Caretaker Foreman