

Caretaker

Revision Date: October 2001

Classification: Caretaker

Unit: UNIFOR

Hay Point Range: N/A

CHARACTER OF THE JOB

Caretakers are employed by both The Physical Plant Department and the Residences at the University of Manitoba.

Under general supervision, the Caretaker is responsible for the routine daily cleaning of an assigned area, special cleaning as directed by the supervisor, maintaining a stock of sanitary and cleaning supplies and light bulbs, changing burned out light bulbs, disposing of garbage, reporting malfunctions of lighting systems and equipment to the supervisor and moving furniture and equipment within the assigned area when requested and as normal duties allow.

These positions require coverage on a three shift basis, day, afternoon and night, and may involve an assignment to work any of the three shifts, or weekends.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Maintains a good standard of cleanliness in student areas, offices, classrooms, lounges, halls, stairs, and entrances of buildings.
- Cleans chalkboard and chalkboard railings.
- Empties ash trays and garbage and transports same to pick-up point (or burns).
- Cleans and disinfects washrooms, sinks, toilets, and urinals daily.
- Cleans drinking fountains, vanities, mirrors, and stall dividers daily.
- Maintains supplies of towels (linen and paper), soap, and washroom tissues.
- Locks and unlocks all doors unless otherwise instructed.
- Dusts window sills, desks, shelving, pipes and other fixtures as required.
- Replaces burned out light bulbs and maintains stock of same.
- Cleans glass doors and dividers.
- Washes walls when requested by the supervisor.
- Washes and cleans floors using brooms, mops and various floor polishers and cleaners.
- Vacuums carpets, drapes and furniture.
- Collects money from dispensers and maintains stock in same.
- May make frequent inspections for fire hazards.
- Washes windows as instructed.
- Turns off lights in areas not being occupied.
- Shampoos carpets and furniture when directed by the supervisor.
- Reports malfunctions of lighting system, equipment and movable screens etc. to the supervisor.

- Provides additional services to area users by moving furniture, etc., when requested.
- Checks fire extinguishers and fire doors.
- Moves furniture and other items to and from storage and other areas.
- Recognizes and reports any hazardous situations to the immediate supervisor.
- Performs other related duties as assigned.

In addition to the above duties, but for Residences only:

- Thoroughly cleans Residence rooms each spring and fall.
- Cleans, sets up and provides or changes linen in Residence room for conference guests.

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) job performance are:

Level of Formal Education

- Education to an acceptable level.

Experience

- Acceptable related experience.

Skills and Abilities

- Must be able to communicate in English, both orally and in writing.
- Must be able to follow oral and written instructions.
- Must be able to communicate and relate well with staff, students, organizers of functions and the public.
- Must be able to work independently or in teams with minimal supervision.
- Must have good organizational skills.
- Must adhere to safety standards as established by the University.
- Must be able to successfully complete established job related training programs, such as WHMIS, etc.
- Willingness to work any of day, afternoon or night shifts or weekends.

Physical Requirements

- Capable of performing the duties as assigned.

This class specification is intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level.