

	Aberdeen Catholic School System
	RPS Facilities Caretaker

Employment Term: Full time

Reports To: Director of Facilities & Maintenance

Education Level: High School diploma or GED.

Qualifications: Have essential physical and mental capabilities in the following:
Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

MAJOR FUNCTION/PURPOSE OF THE POSITION:

In consultation with the RPS building principal, the Director of Facilities and Maintenance provides direction to the RPS Facilities Caretaker for daily housekeeping and maintenance services in the facility. As stewards of our resources, the RPS Facilities Caretaker is expected to be proactive, self-motivated, service-orientated to internal and external constituents and mindful of the overall cleanliness and safety of the facilities.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Clean and sanitize restrooms/bathrooms using established practices and procedure.
2. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers.
3. Replace light bulbs, as needed
4. Clean front entrance, as needed.
5. Assist with the setup of facilities for meetings, classrooms, conferences.
6. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors; vacuum and shampoo carpets.
7. Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
8. Wash walls and equipment; use ladders when required in work assignments.
9. Lock and unlock RPS: secure building when facilities are not in use, checking for unlocked doors and windows; report any unauthorized occupants; turn off lights.
10. Follow instructions regarding the use of chemicals and supplies. Use as directed.
11. Perform cleaning and related activities such as removing snow or debris from sidewalks and in areas near the building using hand-operated tools or small power equipment.
12. Move furniture, equipment, supplies and tools on an incidental basis.

13. Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
14. Attend to emergencies, when necessary.
15. Attend safety meetings and other related meetings.
16. Take classes as required in cleaning methods and techniques, new products, First Aid, and working relationships.
17. Assist in the instruction and supervision of student work-study.
18. Assist with inventory control and security.
19. Safely and efficiently operate all vehicles and other job related equipment.
20. Support and enforce all policies, ACSS and governmental such as OSHA rules, health and safety regulations and guidelines, etc.
21. Enforce and support policies established by the ACSS Board of Education and Administration.
22. Other duties as assigned.

Revised: December 2013